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**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 16-101**



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Operations Support

**INTERNATIONAL EDUCATION
PROGRAMS**

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This instruction implements Air Force Policy Directive (AFPD) 16-1, *International Affairs*. It prescribes the responsibilities of the United States Air Force Academy (USAFA) agencies toward international educational programs. It also provides programmatic guidelines for all USAFA international activities. It applies to all personnel. This publication does not apply to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. See Attachment 1 for a glossary of references and supporting information.

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Chapter 1

MANAGING THE PROGRAMS

1.1. The Role of International Education Programs at USAFA. US national security strategy emphasizes global engagement, partnership, and expanded mutual security responsibilities. The Dean of Faculty International Programs (DFIP) prepares cadets to successfully operate as USAF officers in international environments by providing opportunities to develop foreign language skills, area expertise, and cultural understanding. DFIP programs are focused on cadet opportunities and are fully aligned with recent Air Force Chief of Staff guidance to meet Air and Space Expeditionary Force requirements and with USAFA Strategic Goals and Outcomes.

“Due to the nature of immediate and likely future challenges, our Joint forces require Airmen capable of influencing the outcomes of US, allied, and coalition operations anywhere in the world. While we, the Air Force, have made considerable initial progress toward building the necessary cross-cultural skills, we recognize the existing processes for obtaining this force-enhancing capability (appropriate culture, region, language and negotiation skills) are not currently mature or robust enough to optimally meet immediate expectations or near-future requirements. Therefore, it is imperative that we tailor our cultural, regional, and language competency development to maximize our efforts and meet Air Force and Joint requirements informed by National guidance.” (Gen Norton Schwartz, *Air Force Culture, Region, and Language Flight Plan*, May 2009)

“If we underestimate the significance of language, region and culture in our global endeavors, we do so at our own risk and to the detriment of our effectiveness.” (Gen Norton Schwartz, Defense Department language and culture summit, Jan 2011)

1.2. The Objectives of International Programs at USAFA. The objectives of USAFA’s international education programs are related to three primary domains, language, culture, and professional outcomes. To clearly demonstrate the connection between these programs and Air Force and Air Force Academy guidance, below are identified five purposes of international programs at USAFA:

1.2.1. To prepare cadets for service in a multicultural environment by targeting elements of the core academic and military curriculum toward greater global awareness and foreign language skills—related to Air Force Strategic Goal 1: Foster Mutual Respect and Integrity, and USAFA *Responsibilities* Outcome: Civic, Cultural and International Environments.

1.2.2. To support the educational and professional development of cadets who have chosen to focus on foreign/regional studies and language skills in their academic studies—related to Air Force Strategic Goal 4: Develop Joint and Battle Ready Trained Airmen, and USAFA *Skills* Outcome: Oral and Written Communication.

1.2.3. To enhance cadets’ intercultural understanding through foreign military and cross-cultural interactions—related to Air Force Strategic Goal 3: Provide Persistent Situation Awareness, and USAFA *Knowledge* Outcome: Intercultural Competence and Involvement.

1.2.4. To inspire cadets by providing high-impact learning activities for all personnel at USAFA to learn leadership skills, forge character, strengthen cooperation and enhance long-term international relations.

1.2.5. To provide professional enrichment and development for faculty and staff members related to the above goals and outcomes.

1.3. Management of International Programs at USAFA. International program oversight is the responsibility of the International Programs Council (IPC), which includes Department Heads of Economics and Geosciences (USAFA/DFEG), Foreign Languages (DFF), History (DFH), Military & Strategic Studies (DFMI), and Political Science (DFPS), Department Head-level representatives of the Basic Sciences and Engineering Divisions, and, as a non-voting member, the Director of International Programs (DFIP). One of the council members serves as the chair of the IPC on a two-year rotational basis. The Office of International Programs (DFIP) administers and manages all USAFA International Programs through the Dean of Faculty (USAFA/DF) under this IPC oversight in coordination with the Commandant of Cadets (USAFA/CW), and is organizationally and administratively subordinated to the Department of Foreign Languages (USAFA/DFF).

1.3.1. The Director of the Office of International Programs (USAFA/DFIP) serves as Executive Agent to the IPC, and plans and executes meetings of the Council.

1.3.2. The Area Studies Groups (ASGs) include a Chairperson and any USAFA personnel with an active interest in a particular geocultural region. All USAFA teaching faculty with geocultural and regional foreign expertise, and USAFA's foreign exchange officers are expected to participate in their appropriate ASGs. The ASGs include:

1.3.2.1. African.

1.3.2.2. Asian.

1.3.2.3. Latin American.

1.3.2.4. Middle Eastern.

1.3.2.5. Slavic & E European.

1.3.2.6. Western European.

1.3.3. Any ASG member may nominate any other member to be the Chairperson. The nomination is made to DFIP. The IPC is the approval authority.

1.4. Responsibilities:

1.4.1. The International Programs Council (IPC):

1.4.1.1. Provides policy planning guidance and oversight for all international programs and Foreign Area Studies (FAS) at USAFA.

1.4.1.2. Oversees and reviews the efforts of the various ASGs through USAFA/DFIP.

1.4.1.3. Ensures the quality of USAFA international educational and FAS programs to enhance cadet learning and fosters the professional military development of cadets, faculty and staff.

1.4.1.4. Approves the establishment of ASGs.

1.4.1.5. Meets at least twice during each academic year.

1.4.1.6. Fosters the sponsorship of advanced academic degree programs in regional area studies for faculty preparation and the follow-on development of Foreign Area Officers for the Air Force.

1.4.2. The Area Studies Groups (ASG):

1.4.2.1. Serve as interdisciplinary forums to further academic and research activities.

1.4.2.2. Optimize learning opportunities for cadets by arranging special speakers, cadet field trips, cadet reading groups, discussion groups, activities with other colleges and universities, and the integration of cadets into appropriate ASG activities.

1.4.2.3. May provide escorts, coordinated by DFIP, for foreign visitors to USAFA as requested.

1.4.2.4. Evaluate, in such a way as to avoid conflicts of interest, all culture immersion proposals to their region, and make recommendations to DFIP. If requested, recommend a pool of qualified cadets for escorts and DFIP to consider.

1.4.2.5. Encourage research in language and culture domains.

1.4.3. USAFA/DFP (Department of Foreign Languages):

1.4.3.1. Provides organizational oversight and administrative, personnel, and logistical support to USAFA/DFIP as required.

1.4.3.2. Directly supervises the Director, USAFA/DFIP.

1.4.3.3. Ensures DFIP is fully staffed with qualified military and civilian personnel.

1.4.3.4. Provides budgetary guidance to USAFA/DFIP and ensures that International Program monies are properly accounted for.

1.4.4. USAFA/DFIP:

1.4.4.1. Implements the policies and directives of USAFA/DF, the IPC, and USAFA/DFP. Schedules meetings, publishes minutes, and organizes electronic records of the IPC. Directs USAFA strategic communications with SAF/IA related to international exchange officers and cadets and international education programs for US cadets.

1.4.4.2. Generates and studies proposals to assess and improve existing programs and ensure foreign area studies and international educational programs support the Academy's mission.

1.4.4.3. Reviews all instructions directly affecting international education and foreign area studies to ensure Academy compliance and support of international programs.

1.4.4.4. Monitors the efforts of the Area Studies Groups (ASGs) as reflected in paragraph 1.4.2. above. Creates international opportunities for cadet, faculty, and staff development.

1.4.4.5. Coordinates USAFA international activities with appropriate USAF, DoD, and inter-governmental agencies.

1.4.4.6. Manages and ensures the appropriate use of all funds for international programs.

1.4.4.7. Serves as a subordinate Foreign Disclosure Office responsible for execution of AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*. Assists the Foreign Disclosure Office for USAFA.

1.4.4.8. Manages the International Officer Personnel Exchange Program.

1.4.4.9. Manages the 4-Year International Cadet Program. Creates and executes cultural education opportunities for 4-year international cadets in accordance with the spirit of the program.

1.4.4.10. Manages the Cadet Foreign Academy Visits Program.

1.4.4.11. Manages the Cadet Semester Academy Exchange Program and the Cadet Semester Study Abroad Program. Creates and executes cultural education opportunities for semester exchange international cadets at USAFA in accordance with the spirit of the program.

1.4.4.12. Assists in managing the Academy Staff Foreign Military Interaction Programs.

1.4.4.13. Manages Cadet Summer Language Immersion Programs.

1.4.4.14. Assists in managing the cadet Foreign Area Studies academic major.

1.4.4.15. Manages the Olmsted Foundation- and USAF-funded cultural immersion program.

Chapter 2

INTERNATIONAL PROGRAMS FINANCIAL MANAGEMENT

2.1. Program Overview. The Office of International Programs receives annual funding from multiple sources. These funds are intended to fund standard operations and maintenance items and the spectrum of international programs aimed at the development of language skills and cross-cultural awareness.

2.2. Program Objectives. The Office of International Programs budgets and accounts for these funds, in accordance with all relevant instructions, policies and guidelines, in an effort to maximize the benefit to the cadets' education and to assist with faculty development. Each fund source is used exclusively for the purpose intended. Following the procedures in this chapter ensure that DFIP achieves AF Strategic Goal: Implement Open, Transparent Business Practices and Achieve a Clean Audit.

2.3. Responsibilities:

2.3.1. Director of International Programs.

2.3.1.1. Works directly with various agencies that provide funding to USAFA for International Programs.

2.3.1.2. Submits annual budget, with the assistance of the Resource Manager, to the International Programs Council for approval.

2.3.1.3. Provides guidance to the Resource Manager to ensure the budget is executed in support of international programs.

2.3.2. International Programs Council. Advises the Director of International Programs of spending and budget priorities.

2.3.3. Resource Manager.

2.3.3.1. Assists with annual budget submission.

2.3.3.2. Ensures all relevant instructions, policies and guidelines are adhered to in the execution of the annual budget.

2.3.3.3. Under the oversight of the Director, executes the budget with the assistance of program managers.

2.3.3.4. Accounts for expenditures with the assistance of the program managers.

2.3.3.5. Requests and considers program requirements from program managers. Informs program managers of their annual budget and provides instructions for spending and accounting. Receives regular accounting reports from program managers.

2.3.3.6. Serves as a liaison with USAFA/DFVB, HQ USAFA/FM, HQ USAFA/CMA, SAF/IA, the Olmsted Foundation and other entities involved with funding sources and regulations.

2.3.3.7. Provides regular and fiscal year end accounting reports to the Director of International Programs. Provides regular and fiscal year end program-specific accounting reports to each program manager.

2.3.4. Program Managers.

2.3.4.1. Work with Director or Deputy Director and Resource Manager to determine annual budget.

2.3.4.2. Execute programs within budget guidelines and in accordance with all relevant instructions, policies and guidelines.

Chapter 3

FOREIGN DISCLOSURE REQUIREMENTS AND OFFICIAL VISITS

3.1. General Rules:

3.1.1. **Roles:** The USAFA Information Protection office (HQ USAFA/IP) serves as the primary Foreign Disclosure Office for the Air Force Academy. In conjunction with the Office of Faculty and Cadet Research (DFER), DFIP serves as an Assistant Foreign Disclosure Office, supporting HQ USAFA/IP. Every USAFA-assigned military, US Government civilian, and civilian contractor employee is required to monitor and comply with foreign disclosure and foreign visit approval directives. Access to materials identified as Controlled Unclassified Information (CUI) or higher must be restricted from all foreign nationals unless appropriately and specifically approved for release.

3.1.2. **DFIP and DFER responsibilities:** The Office of International Programs (DFIP) is responsible for processing all official Foreign Visit Requests (FVRs) to USAFA. FVRs originate from the foreign government's defense attaché office at their embassy in the United States and go through SAF/IA to USAFA/DFIP. DFIP reviews FVRs submitted to USAFA for approval. DFIP is also available to advise US travelers to foreign countries on submitting and monitoring country clearance requests, and to field passport and visa questions. DFER manages the Engineering and Scientist Exchange Program, conference presentations, international research collaborations, and any other items related to export control of technology, in conjunction with HQ USAFA/IP.

3.1.3. **Information Protection Training and Staff Assistance.** DFIP may consult with HQ USAFA/IP for expertise in foreign disclosure issues.

3.1.4. **Information Disclosure:** USAFA personnel may not disclose any official information (classified or controlled unclassified) to foreign nationals without prior coordination with HQ USAFA/IP, DFIP or DFER as specified in this instruction. Depending on the information to be disclosed, it may require approval from the office of the Under Secretary of the Air Force for International Affairs, Foreign Disclosure Branch (SAF/IAPD)

3.1.5. Visits:

3.1.6. **Foreign Visitors to USAFA:** USAFA/DFIP is the installation authority for granting official foreign visit request approvals and for coordinating with the office of the Under Secretary of the Air Force for International Affairs, Visits and Special Projects Branch (SAF/IAD).

3.1.6.1. **Unofficial Visits:** Foreign visitors who are strictly tourists, personal guests of on-base residents, or guests of USAFA employees may visit USAFA facilities that are commonly accessible to the general public, also referred to as the Visitor Cordon, without prior approval, but are subject to the provisions of paragraph 3.2., below. If these guests visit the Cadet Area in an unofficial capacity, then a foreign visit request may not be required.

3.1.6.1.1. If a foreign visit request is required for an unofficial visit: USAFA/DFIP is the USAFA installation approving authority.

3.1.6.1.2. Notify USAFA/DFIP (30 days in advance, preferred) of the proposed visit. Provide details concerning the visit in writing, specifically who will visit (including passport number and nationality), what, when, where, and why, and who will be assigned as the USAFA OPR for the visit.

3.1.6.1.3. In cases of HQ USAFA/CC invitations to foreigners, the Protocol Office (HQ USAFA/CCP) coordinates with USAFA/DFIP.

3.1.6.1.4. Await USAFA/DFIP approval before agreeing to or conducting the visit. Do not assume that you have approval.

3.1.6.2. **Official Visits:** All official visits to USAFA by foreign nationals in an official capacity require advance coordination with USAFA/DFIP regardless of the duration of the visit.

3.1.7. **Short-duration Official Visits:** All official business short-duration visits by foreign nationals require advance approval from USAFA/DFIP.

3.1.8. **Extended-stay Foreign National Visits** (i.e., long-term contractors, researchers, and exchange officers) must receive advance approval from USAFA/DFIP or DFER.

3.1.9. **Badging Requirements:** Approved foreign national visitors must be escorted at all times. Extended-stay personnel are authorized to be properly badged. In these cases, proximity badges will indicate that individual is a foreign national. Refer to USAFA 31-1, Integrated Defense Plan on the procedures for FN proximity badge requests.

3.1.9.1. The proper form of identification for extended-stay visitors is the USAFA-issued proximity badge. For 4-year International Cadets, USAFA/CW will specify appropriate name tags for all cadet uniform combinations that clearly identify the individual's name and country. Additional requirements may be imposed, depending on the current security situation and commander's guidance.

3.1.10. **Visits of USAFA-assigned Foreign Nationals to other US Military Installations** (including research and development facilities, and laboratories). This section pertains to 4-year international cadets, semester exchange cadets, officers on the Personnel Exchange Program, extended-stay researchers, and contractor personnel.

3.1.10.1. The following information is required when submitting a foreign visit request to the appropriate MAJCOM Foreign Disclosure Officer: Name, Grade, and SSNs of travelers, itinerary, purpose of the visit, Point of Contact (POC) at the host unit (and phone number), and responsible USAFA escort officer (if applicable). The USAFA unit commander of any international personnel who is sponsoring a trip is responsible to submit such a request and may contact USAFA/DFIP for assistance.

3.1.10.2. The commander or designated representative then contacts the appropriate MAJCOM Foreign Disclosure Officer and requests approval for the visit.

3.1.10.3. If incentive/orientation flights are planned, the commander or representative must inform the FDO and host-base representative that foreign nationals will participate in the visit so that classified, NOFORN, and proprietary equipment/information on military aircraft can be adequately protected.

3.1.10.4. These requirements also apply to all visits to Colorado Springs-area installations (Peterson AFB, Cheyenne Mountain, Schriever AFB, and Fort Carson). With proper US military identification, however, USAFA-assigned foreign nationals may visit Peterson AFB and/or Fort Carson without advance clearance to use the commissary, exchange, recreational facilities, hospital, and public-access facilities. Foreign national cadets do not need visit clearance for Peterson AFB when participating in a scheduled cadet orientation/incentive flight.

3.2. Planning and Execution of Official and Unofficial Visits:

3.2.1. **Official Visits:** Include visits (regardless of duration) by foreign nationals, representing their foreign government, to conduct business with any USAFA-assigned/employed individual, attend conferences, or to tour any USAFA facility except private homes on-base and those facilities normally open to the general public (i.e., Visitors Center, Chapel, etc.). This section does not apply to international officers assigned to USAFA under the Military Personnel Exchange Program (see Chapter 4), 4-year international cadets (see Chapter 5), or Cadet Semester Exchange Abroad Program cadets, i.e., semester exchange cadets (see Chapter 6).

3.2.2. Before considering an official visit, the host must:

3.2.2.1. The commander or designated representative of the organization to be visited (the USAFA host or OPR) will review the proposed information to be exchanged. If Controlled Unclassified Information (CUI) or classified information might be released or discussed, notify USAFA/DFIP immediately. OSI is available to provide general security briefings to all individuals participating in the planning of foreign visits. Host may contact OSI for security briefings.

3.2.2.2. Host will appoint a USAFA OPR for the visit. For assistance with the FVR, host should provide details concerning the visit to USAFA/DFIP in writing, specifically who will visit (including passport number and nationality), what, when, where, and for what purpose. Include the level of information to be released. Representative of the foreign government must submit an FVR through the defense attaché office at their embassy in the United States. In cases of HQ USAFA/CC invitations to foreign visitors, the Protocol Office (HQ USAFA/CCP) coordinates with USAFA/DFIP for clearance. If the visit includes the airfield (306 Flying Training Group (306 FTG)), then the USAFA OPR must contact AETC/IAD for approval. Even though the 306 FTG operates on USAFA, the unit reports to AETC, and the defense attaché of the foreign government must specify in a FVR the intention to visit that MAJCOM.

3.2.2.3. Await USAFA/DFIP approval before agreeing to or conducting the visit. Do not assume that you have approval.

3.2.2.4. Plan for the visitor(s) to be escorted at all times.

3.2.3. During the Visit:

3.2.3.1. The USAFA OPR must ensure compliance with all current USAFA security and access requirements. Unless approved by USAFA/DFER as an employee or extended-stay researcher, foreign visitors will not be given access codes or proximity cards to any USAFA facility.

3.2.3.2. If approved by USAFA/DFER, international visitors may be granted unescorted access during normal duty hours within the classroom areas of Fairchild Hall (building 2354, floors 4 and 5 and hallways, elevators, and stairs leading to these floors) only.

3.2.3.3. Foreign visitors must be escorted while in all other USAFA locations (to include the 2nd and 6th floors of Fairchild Hall, the library, and all labs and research facilities.) Upon request by the USAFA OPR to the USAFA/DFER Assistant Foreign Disclosure Officer, specific access exceptions may be made by DFER after review of the visit request.

3.2.3.4. Foreign visitors (regardless of the duration of stay) will not be allowed access to the usafa.edu or usafa.mil network computer system without proper approval of the 10th Communication Squadron Director (10 CS/CL). USAFA personnel will not give their personal computer passwords, nor allow foreign visitors to use their USAFANet accounts to access the USAFANet or the Internet.

3.2.3.5. The USAFA OPR must ensure that all briefings, presentations, materials, data, and US Government documents given to the foreign visitor clearly indicate their purpose. Mark any such materials with the following statement: *"This briefing/ presentation/ document is for information only. No US Government commitment to sell, loan, lease, co-develop or co-produce defense articles is implied or intended."* This includes USAFA-generated academic and informational materials, but excludes publicly available textbooks, courseware, brochures and pamphlets.

3.2.4. Official Visits by Representatives (military or civilian) of Foreign Governments: With the exception of certain OSD or HQ USAF-initiated events, official visits to USAFA must be pre-approved (at least 30 days in advance is advised) by DFIP and SAF/IA through the foreign visit system.

3.2.4.1. USAFA host should notify USAFA/DFIP of the proposed visit and appoint an OPR for the visit. Provide details concerning the visit in writing, specifically who will visit (including passport number and nationality), what, when, where, and the purpose of the visit. In cases of HQ USAFA/CC invitations to foreigners, the Protocol Office (HQ USAFA/CCP) coordinates with USAFA/DFIP. If no USAFA host has been designated, DFIP may appoint one based on the visitors' area(s) of interest. As warranted, USAFA/DFIP may recommend a USAFA host to the Vice Dean (DFV), Vice Commandant (CWV) or Vice Superintendent (HQ USAFA/CV), who may designate an OPR for the visit.

3.2.4.2. Before USAFA/DFIP can grant approval, the visit must be officially requested by the foreign embassy's military attaché office in Washington, DC to SAF/IA, even if the visitor was invited by a USAFA agency. The visitor must initiate the request through their official channels. USAFA cannot initiate a foreign visit request to a foreign embassy.

3.2.4.3. If you invite a foreign visitor, you must advise them of the requirements of this section. Do not assume that they will automatically request approval through their embassy. Failure to comply will result in denial of access to USAFA.

3.2.4.4. Official visit requests are forwarded from SAF/IAD to USAFA/DFIP. Following review, USAFA/DFIP will issue an approval or disapproval recommendation to SAF/IA.

3.2.4.5. USAFA OPR must await USAFA/DFIP approval before agreeing to or conducting the official visit. Do not assume that you have approval.

3.2.5. Extended-stay, Official Business Foreign Nationals: This section encompasses foreign national researchers, faculty members, contractors, proposed employees (to include Non-Appropriated Fund (NAF) employees), and Engineer and Scientist Exchange Program (ESEP) participants.

3.2.5.1. General: USAFA/DFER is the installation coordination and approval authority for all extended-stay foreign nationals on official business. The requestor is the office, department, or laboratory desiring to host a foreign visitor. Await USAFA/DFER approval before committing to the potential extended-stay employee, researcher or visitor.

3.2.5.1.1. Requestors must evaluate the level of information that may be disclosed as a part of their guest's duties, and establish procedures to protect sensitive information.

3.2.5.2. Approval Package: Before making any binding commitments, requestor prepares an AF Form 1768, *Staff Summary Sheet (SSS)* approval request package. Include the following information as a minimum: Foreign Employee/Researcher Position Description, Foreign Employee/Researcher Security Plan, and any additional information deemed pertinent that clarifies the responsibilities of the position and the level of information to be disclosed. Submit these documents to USAFA/DFER.

3.2.5.3. Coordination: Forward an electronic copy of the SSS approval package directly to USAFA/DFER. Route the hard-copy SSS package as follows:

3.2.5.3.1. For proposed USAFA/DF-assigned faculty and researchers: coordinate the package through the appropriate DF Department Head, the DF Security Manager, and HQ USAFA/IP, to USAFA/DFER for approval.

3.2.5.3.2. For proposed USAFA personnel who will be assigned to organizations other than USAFA/DF: coordinate the package through the supervisor, appropriate unit commander, and unit security manager to USAFA/DFER for approval.

3.2.5.4. Official Visitors Arriving Without Advance SAF/IA Approval: Official visitors arriving at USAFA without prior clearance will not be granted access to the non-public areas of the installation, and may have to depart without completing the visit. If you are contacted by a foreign official visitor who has arrived without prior visit approval coordinated through USAFA/DFIP, comply with the following:

3.2.5.4.1. Coordinate immediately with USAFA/DFIP.

3.2.5.4.2. The USAFA OPR must have the visitor contact his/her embassy's defense attaché office in Washington, D.C. to coordinate a short-notice Foreign Visit Request (FVR) with SAF/IA. Each foreign embassy should know the procedures for FVRs.

3.2.5.4.3. Until approval is received from SAF/IA, the visitor must be treated as an unofficial visitor and will be denied access to any of the non-public access areas of USAFA.

3.2.5.4.4. It is the responsibility of the USAFA OPR to adequately care for the visitor (tour the local area, ensure billeting/lodging, etc.) until an official visit clearance is received.

3.2.5.4.5. In limited circumstances, the USAFA/DFIP Assistant Foreign Disclosure Officer may authorize restricted and controlled participation in an event within Fairchild Hall or the Cadet Area.

3.2.5.5. Unofficial Foreign Visitors (includes visits to on-base residences):

3.2.5.5.1. Must meet all AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*, guidelines.

3.2.5.5.2. Unofficial visitors must carry proper identification (passport preferred) at all times while on USAFA.

3.2.5.5.3. Unofficial visitors staying in on-base residences must comply with all applicable base policies.

3.2.5.5.4. Unofficial visitors are not permitted access to areas of USAFA not normally open to the public without prior coordination with USAFA/DFIP, and then only while escorted.

3.2.5.5.5. On-base residents hosting foreign visitors must comply with all applicable USAFA regulations and instructions regarding access to the installation and regarding visitors in base housing. Contact the Base Housing Office (10 CES/CEH) for more information.

3.2.6. US-assigned Personnel--Official Foreign Travel:

3.2.6.1. Personnel assigned to USAFA may not travel to a foreign country in an official capacity without official permission/approval. Traveler must obtain country clearance approval through the Aircraft and Personnel Automated Clearance System (APACS) in accordance with the *Foreign Clearance Guide (FCG)*. USAFA/DFIP can provide advice and guidance on setting up an APACS account and submitting required information. The *FCG* can be accessed on-line at <https://www.fcg.pentagon.mil>. Note that for some travel, a tourist passport may suffice, but that in many instances an official (also called a “no-fee”) government passport will be required.

3.2.6.2. Comply with all foreign disclosure restrictions as outlined in this chapter during foreign travel.

Chapter 4

INTERNATIONAL OFFICER MILITARY PERSONNEL EXCHANGE PROGRAM

4.1. Program Overview. USAFA has established formal agreements with foreign countries to exchange faculty and staff personnel in order to build, sustain, and expand international relations that are critical enablers of our Air and Space Expeditionary Force. AFI 16-107, *Military Personnel Exchange Program (MPEP)*, is the governing directive for establishing and maintaining these exchanges. Program goals are:

- 4.1.1. To expose USAFA cadets to allied officers and their cultures.
- 4.1.2. To develop long-term professional relationships.
- 4.1.3. When an exchange officer's native language permits, to foster language education in that tongue for USAFA cadets.
- 4.1.4. To promote mutual understanding and trust.
- 4.1.5. To strengthen air force-to-air force ties.

4.2. USAFA/DFIP Responsibilities: USAFA/DFIP is the program management office for USAFA and as such is the main POC for all matters pertaining to international officers assigned to USAFA. Duties include:

- 4.2.1. Ensuring MPEP program management issues are properly coordinated with SAF/IA when necessary.
- 4.2.2. Ensuring host departments revise position descriptions, review nomination packages, and assess nominees' qualifications.
- 4.2.3. Requesting new exchanges, through SAF/IAPA, the Air Force Attaché Affairs Office (AFAAO), and the Air Force Personnel Center (AFPC), in accordance with AFI 16-107.
- 4.2.4. Coordinating the involvement of USAFA's international personnel into the full range of USAFA's international education programs activities, to the maximum extent possible.
- 4.2.5. Due to classification level, DFIP does not maintain Delegation of Disclosure Authority Letters (DDLs). SAF/IA maintains DDLs.
- 4.2.6. Maintain a memorandum of conditions and responsibilities.

4.3. Host Unit Responsibilities. Academic Departments with assigned foreign exchange personnel, in conjunction with USAFA/DFIP, will:

- 4.3.1. Develop and maintain a current Position Description and Requisition Report (PDRR) and Security Plan (SP).
- 4.3.2. Submit exchange personnel requests to USAFA/DFIP for tour adjustments or other administrative actions. DFIP forwards such requests, as appropriate, through SAF/IAPA.
- 4.3.3. Initiate revalidation of the PDRR, SP, and EVA as directed by USAFA/DFIP.
- 4.3.4. Provide current information on supervisors of foreign exchange personnel to USAFA/DFIP.

4.4. Supervisors of Foreign Exchange Personnel Responsibilities:

4.4.1. Annually, USAFA supervisors of international exchange personnel must review Memoranda of Agreement (MOA) and Positions Descriptions (PD) in accordance with AFI 16-107. Notify USAFA/DFIP when this annual review has been completed.

4.4.2. Ensure exchange personnel understand positional duties, as well as their obligations, rights, and responsibilities regarding disclosure, security requirements, and access to systems and information, IAW this instruction.

4.4.3. Comply with disclosure requirements and inform co-workers of foreign exchange personnel access limitations. Foreign exchange officers at USAFA will have no access to classified information.

4.4.4. Brief foreign exchange personnel on policies, rules, and other pertinent information.

4.5. Exchange Personnel.

4.5.1. Exchange personnel perform the duties of the assigned position in the host service. They must be thoroughly familiar with the contents of this instruction and will comply with all applicable requirements and restrictions contained therein.

4.5.2. International exchange personnel are to be treated the same as all other personnel assigned to USAFA. The only exception is limitations of access to classified and NOFORN information and materials as directed by appropriate USAF instructions (see also Chapter 2 of this instruction).

4.6. Health and Welfare Services for Foreign Exchange Officers.

4.6.1. Using Facilities. Per the MPEP MOU, foreign exchange personnel and their eligible family members are afforded access to military commissaries, exchanges, theaters, and clubs in the same manner as their USAF counterparts, and will be issued appropriate identification cards to support this level of access.

4.6.2. Leave and Passes. The host service grants leave and passes to exchange personnel in accordance with parent service guidelines and the MPEP MOU. Exchange personnel may observe the holiday schedule of the host service and the parent service if mutually agreed upon by the host and parent services.

4.6.3. Quarters and Messing. Consistent with MPEP MOU, the host service provides on-base quarters and messing, when available, for exchange personnel on the same basis and priority as provided its own personnel of similar rank.

4.6.4. Medical and Dental Services. Medical care will be provided in accordance with DoD Reciprocal Health Care Agreement for Active Duty Foreign Force Members, AFH 41-114, *Military Health Services System (MHSS) Matrix*, guidelines, and IAW country-specific bilateral agreements. To ensure receipt of eligible medical and dental services, foreign exchange personnel and eligible family members must be registered in the Defense Enrollment Eligibility Reporting System (DEERS).

Chapter 5

FOUR-YEAR INTERNATIONAL CADET PROGRAM

5.1. Program Foundation and Overview. Public Law 98-94, first enacted in 1983, Title 10 USC, Chapters 403, 603, and 903, and DoD Directive 1322.22, *Service Academies*, prescribe the admission of foreign nationals to USAFA's 4-year cadet program. The purpose of the 4-year international cadet program is to educate bright young students from around the world who will serve in their countries' military services or in their governments, and to provide opportunities for cultural education to US cadets through the presence of the internationals. Each year, the Office of the Under Secretary of Defense, Policy (OUSDP), Internal Security Affairs (ISA), and Financial Management Review and Analysis (FMRA), after consultation with the Department of State and SAF/IA, solicits, through American Embassy US Defense Attaché Offices (USDAO), to foreign defense ministries, nominations for applicants to USAFA. Shortly thereafter, the Air Force Academy Admissions Office HQ USAFA/RRS provides USDAOs specific qualification guidelines and application procedures. HQ USAFA/RR then screens international applicants as a part of the admissions process. After SAF/IA coordination, the Academy Board offers appointments to selected international applicants in the spring of each year. Goals of the program include the following:

- 5.1.1. To provide an opportunity for cultural exchange, for all USAFA cadets to learn about the international cadets' home culture and for international cadets to learn about American, regional, and Air Force institutional culture.
- 5.1.2. To foster professional ties between young people serving in the armed forces of their allied nations.
- 5.1.3. To provide opportunities for cadets to learn world languages from native speakers.
- 5.1.4. To promote mutual understanding and respect.

5.2. Responsibilities and Guidelines:

5.2.1. Admissions: International cadet admission packages are coordinated and staffed by HQ USAFA/RR. Once accepted, HQ USAFA/RR forwards certificates of appointment to American Embassy USDAOs for presentation to the prospective international cadets.

5.2.1.1. Once the appointment is accepted by the cadet and his/her country, HQ USAFA/RR notifies USAFA/DFIP and includes the cadet on all rosters for the incoming class.

5.2.1.2. USAFA/DFIP will establish a USAFA arrival date for new international cadets approximately 1 week prior to the commencement of Basic Cadet Training so that they may attend the International Cadet Orientation Program (ICOP). HQ USAFA/RR will coordinate the arrival date, publish orders, and issue tickets as required for the newly appointed international cadets.

5.2.2. Guidelines and Instructions: USAFA/DFIP is the office of primary responsibility (OPR) for all administrative matters pertaining to the international cadets from in-processing through graduation/out-processing.

5.2.2.1. USAFA/CW will exercise day-to-day oversight and accountability for the international cadets. With few exceptions as specified in this chapter, international cadets will participate in all facets of cadet training and education and will be treated the same as US cadets in all matters to include academic and military requirements, honor, and other similar matters.

5.2.2.2. **Honor and Legal Issues:** IAW Title 10 USC, Sec. 9344 (c)(1), foreign cadets are “subject to the same regulations governing admission, attendance, discipline, resignation, discharge, dismissal, and graduation as a cadet at the Academy appointed from the United States.”

5.2.2.2.1. Legal, military, honor, or academic sanctions that may result in incarceration or dismissal from the academy, if reasonable, will not be administered without prior coordination by USAFA/DFIP with appropriate SAF/IA, DoD, State Department, and parent-government agencies, as required. If not reasonable prior to administration of incarceration or dismissal, USAFA/DFIP will coordinate with the appropriate named agencies in a timely manner. USAFA mission elements and agencies will notify DFIP as soon as an incident/event is reported and keep DFIP up-to-date on progress of proceedings and the proposed resolution.

5.2.2.2.2. No official/final legal action/sanctions outside of the current MOU/SOFA can be taken against the cadet until coordination is complete.

5.2.2.2.3. DFIP will keep appropriate SAF/IA, State Department, and foreign government agencies informed, as required.

5.2.2.2.4. Drug Testing: International cadets can be included in all drug testing. Failure to comply with testing and test failures will be reported immediately to DFIP, who will contact HQ USAFA/JA, SAF/IA, State Department, and/or the appropriate foreign government agencies for guidance.

5.2.2.3. **Parental/Home Government Notification** (medical emergency, late return, etc.): Contact with foreign governments or parents should only be made after careful consideration of language differences, protocol, etc. In all cases, DFIP is the only USAFA agency authorized to contact parent government entities or family members. DFIP will initiate necessary contact with the home government or parents through SAF/IA and/or the appropriate US Embassy Defense Attaché.

5.2.2.4. **Late Return to USAFA** (leave, etc.): En route travel delays experienced by a 4-year international cadet returning to USAFA from their home country (summer/winter break, etc.) can result in a significantly late return to USAFA. International cadets who travel to their home country on leave are not considered overdue until after 48 hours has elapsed. These cadets, however, are required to notify USAFA/CW of the delay IAW applicable cadet instructions, if at all possible.

5.2.2.4.1. USAFA/CW should notify DFIP of the delay or late arrival notification. For no-shows, DFIP will not attempt contact with home countries/parents until after the 48 hour period.

5.2.2.5. Winter Break: In order to give international cadets similar leave opportunity to US cadets (with special consideration for the distance international cadets must travel

home), they may request additional leave days. This request (via SCA) must be made in advance and must receive approval before the cadet may take advantage of any additional leave days.

5.3. In-Processing: Upon cadets' arrival, USAFA/DFIP will become the primary administrative OPR for all matters pertaining to the international cadets' stay at USAFA.

5.3.1. USAFA/DFIP:

5.3.1.1. Will conduct the International Cadet Orientation Program (ICOP) for incoming cadets to include in-processing with Cadet Personnel. International cadets arrive 7-10 days prior to the start of Basic Cadet Training and are provided with a series of briefings to prepare them for BCT and life at USAFA. They receive Honor Code briefings, assistance with banking accounts, and social security numbers. During ICOP, DFIP will sponsor local immersion opportunities to help the cadets become acclimated to American or regional culture.

5.3.1.2. Will solicit and coordinate volunteer sponsor families to host the new cadets and help them acclimate to American and USAF culture during ICOP. These same families can continue to sponsor the cadet throughout their time at USAFA, if desired (USAFA/DFIP will coordinate these requests with the Cadet Sponsor Office).

5.3.1.3. Will ensure the international cadets report as directed for BCT in-processing.

5.4. Academic Year Programs: Once international cadets complete BCT, they are fully integrated into USAFA's academic, military, athletic, and social life. There are only a few exceptions:

5.4.1. The Director, USAFA/DFIP, or designee, serves as special advisor to the 4-year international cadets, monitoring their academic program performance and coordinating with academic advisors as needed.

5.4.2. In the fall semester of their Fourth Class year, international cadets must enroll in English 109, "Academic Communication for English as a Second Language Student," a special course taught by the Department of English (DFENG). This course is designed to ensure the international cadets have the necessary English language skills to succeed as a cadet, and to help them acclimate to the culture of the United States, Colorado and the Academy. By Lesson 2, DFENG may evaluate each international cadet's knowledge of the English language and American culture. Based on this evaluation, DFENG may elect to waive English 109 and move proficient cadets to more advanced courses.

5.4.3. DFR and DFIP may create a separate section of the First Year Experience course (FYE) for the 4-year international cadets. DFIP assigns an instructor and the group of international 4-degree cadets complete all requirements of FYE in the context of their international peers.

5.4.4. International cadets are not required, as part of core academic curricular requirements, to study a foreign language. They may, however, do so voluntarily.

5.4.5. International cadets may participate in any of the cadet international education programs sponsored by DFIP except for the Cadet Semester Exchange Abroad Program. Only on very rare occasions, and with the approval of DFIP, will international cadets be permitted to participate in summer language immersion programs. International cadets may

participate in Ops Air Force at foreign bases at the discretion of the USAFA/CW. In no case will an international cadet be the only representative of USAFA on a foreign visit. Additionally, the USAFA delegation must always be led by a US cadet. DFIP may sponsor immersion opportunities to help the cadets become acclimated to American or regional culture.

5.4.6. International cadets may not take the Defense Language Proficiency Test.

5.4.7. International cadets are seen as contributors to, and participants in, area studies groups' activities. Participation must conform to time allocated to the Dean of Faculty IAW the current schedule of calls or have advance SCA approval.

5.5. Summer Programs:

5.5.1. International cadets must receive the same military credit for summer programs as US cadets and may participate in all facets of USAFA summer training. It is important, however, to afford international cadets every opportunity to engage with their parent Air Force and the officers and peers with whom they will eventually serve. To the maximum extent possible, international cadets will be afforded the opportunity to substitute all USAFA summer military training programs (including Global Engagement, Basic Cadet Training [BCT] Cadre, etc.) with pre-coordinated training with their parent Air Force, subject to the following conditions:

5.5.1.1. To have an international cadet return to their parent country in the summer for training, a military representative of the parent country must submit a request. International cadets are encouraged to work with their Defense Attaché or other official to coordinate this request. The request must include the dates and overview of the type of training in which the cadet will participate.

5.5.1.2. International cadets are encouraged to participate in parent-country military training programs for up to six weeks each summer and may receive credit for two USAFA summer training programs annually.

5.5.1.3. Cadets may not participate in more than six weeks of training with their parent-Air Force during any summer. The third summer three-week period may be afforded to the cadet for leave (in-country leave is permissible). In certain instances, where the academic success and graduation of the cadet depends upon it, USAFA may direct the cadet to return to the Academy to fulfill academic requirements, as required.

5.5.1.4. In-country training conducted during international cadets' third, second, and first class summer need not substitute on a one-for-one basis for Global Engagement, Ops Air Force, etc., but should be appropriate for a cadet undergoing training with the parent Air Force.

5.5.1.5. International cadets remain bound by the USAFA honor code while participating in training with their parent Air Force.

5.5.2. USAFA/DFIP is the approval authority for international cadet participation in parent Air Force summer training and will coordinate the individual programs through USAFA/CW.

5.6. Graduation/Departure from USAFA:

5.6.1. USAFA's responsibility for the international cadet ceases upon graduation, dismissal, or self-initiated departure. International cadets are out-processed IAW standard USAFA procedures. The appropriate Air Officer Commanding (AOC) will ensure that the departing cadets' USAF and USAFA identification cards are turned in prior to departure.

5.6.2. Orders, shipment of personal effects, and departure travel arrangements to any destination outside of the international cadets' home country must receive advance approval from USAFA/DFIP with concurrence from SAF/IA and the appropriate parent government's defense attaché, as appropriate.

5.6.3. USAFA/DFIP will terminate international cadets' student status through the appropriate US Citizenship and Immigration Services system in a timely manner.

5.7. Responsibilities:

5.7.1. USAFA/DFIP:

5.7.1.1. Solicits sponsors to host international cadets in their homes during the International Cadet Orientation Program (ICOP).

5.7.1.1.1. Pre-briefs sponsors prior to ICOP.

5.7.1.1.2. When information is available in time, provides newly appointed 4-year international cadets the names, addresses, and telephone numbers of their sponsors prior to their departure from their home countries.

5.7.1.1.3. When information is available in time, provides sponsors the names, addresses, and telephone numbers of their international sponsorees prior to the sponsorees' departure from their home countries.

5.7.1.2. Plans and conducts ICOP, with the assistance of appropriate USAFA elements, prior to the scheduled arrival of new US basic cadets.

5.7.1.2.1. ICOP may include, but is not limited to arranging for ICOP home sponsors, an official welcome, dormitory and Mitchell Hall dining arrangements, the USAFA Mission Briefing, finance/tax briefing, cadet personnel briefing, ESL/English 109 requirement briefing, Cadet Honor Code briefing, library services briefing, ID Card issue, Social Security Card issue, Chapel services briefing, BCT pre-brief, tour Jacks Valley, tour of athletic facilities, set up of bank accounts, and question and answer sessions.

5.7.1.2.2. When the new Social Security Card is received by DFIP, provide a copy of the card to Cadet Personnel (HQ USAFA/A1A) and 10th Medical Group (10 MDG) for medical and dental care.

5.7.1.3. Serves as ombudsman and special advisers for international cadets.

5.7.1.3.1. USAFA/DFIP will assist the international cadet in resolving issues with instructors, AOCs, academic advisors, etc. DFIP monitors cadet academic and military progress, and counsels with international cadets on a regular basis. At "prog" or mid-semester, DFIP will identify deficient international cadets. If warranted, DFIP contacts instructors, academic advisors, and AOCs to discuss each cadet's situation.

5.7.1.4. Asks graduating international cadets if their family members or any Distinguished Visitors (DV) will be attending their graduation and forwards the information to Programs and Institutional Events Division (HQ USAFA/A8A) and HQ USAFA/CCP for invitation purposes.

5.7.1.5. At the end of each semester, notifies SAF/IA of international cadets' status, highlighting upcoming graduations, cadets who achieve special honors, and those who are at risk.

5.7.1.6. In cases where it appears an international cadet is in danger of being dismissed from USAFA for academic, honor, aptitude, conduct, or physical fitness shortcomings, DFIP notifies SAF/IA. DFIP obtains background on the political and social implications of a cadet's dismissal and makes recommendations to CW and DF. DFIP also contacts the individual cadet to ascertain his/her perspective. DFIP does not contact foreign embassy personnel or foreign government personnel directly regarding specific cadet issues. SAF/IA makes initial contact with the foreign embassy/government personnel and passes contact information to DFIP as necessary.

5.7.1.7. Maintains documentation of international cadets' participation in OSD's four-year international cadet program.

5.7.1.8. Assists the Airman and Family Readiness Flight Casualty Notification Officer (10 FSS/FSFR) with notification of next of kin in emergencies involving international cadets.

5.7.1.9. Encourages opportunities to recognize and learn from 4-year international cadets.

5.7.1.10. Provides Cadet Personnel Customer Service and Separations (HQ USAFA/A1A) a list of incoming international cadets and schedules, in coordination with HQ USAFA/A1A, an in-processing briefing for them prior to arrival of the remainder of the new class.

5.7.2. HQ USAFA/RR:

5.7.2.1. Provides USAFA/DFIP each year the names and addresses of newly appointed international cadets.

5.7.2.2. Provides certificates of appointment to appropriate USDAOs.

5.7.2.3. Notifies new international cadets about the ICOP schedule.

5.7.2.4. Determines from parent governments and militaries of international cadets entering the Academy if the cadets are slated to be military pilots (for flight screening program planning purposes) after graduation from USAFA.

5.7.2.5. Coordinates with USAFA/DFIP all information regarding newly appointed international cadets.

5.7.3. USAFA/DFR:

5.7.3.1. Makes Academic Program Summaries (APS) and grade reports available to USAFA/DFIP each semester for all international cadets.

5.7.4. USAFA/DFENG:

5.7.4.1. Teaches international cadets English as a Second Language (ESL) during the first semester of their Fourth Class year.

5.7.5. Area Studies Groups:

5.7.5.1. Integrate international cadets into their group's activities as appropriate.

5.7.5.2. May help sponsor, host, and provide support structures for international cadets.

5.7.6. USAFA/CW:

5.7.6.1. Will notify USAFA/DFIP of any military conduct or honor infractions on the part of international cadets, and send copies of placement documents to DFIP for any probation.

5.7.6.2. Notify DFIP of any international cadet's intent to disenroll or initiation of disenrollment procedures. DFIP may counsel the cadet and if the cadet disenrolls, must update the cadet's immigration status. Such cadets must depart the US within 60 days of disenrollment.

5.7.6.3. Will not contact the parent country or family. DFIP is responsible for all communications with authorities representing the parent country or with the family, in coordination with SAF/IA.

5.7.7. HQ USAFA/A5/8/9: Will send graduation information to the families of international cadets if their address is updated in CAMIS.

5.7.8. HQ USAFA/CCP:

5.7.8.1. Sends invitations to distinguished visitors, as identified by USAFA/DFIP, for graduation ceremonies of international cadets.

5.7.8.2. Acquires and maintains country flags for all nations for which we have international cadets.

5.7.9. Cadet Personnel (HQ USAFA/A1A):

5.7.9.1. Conducts an in-processing briefing for international cadets prior to arrival of the remainder of the new class. Briefs the international cadets on and assists them in completing the following personnel forms: *Record of Emergency Data for Cadet Personnel*; SGLV 8286, *Servicemen's Group Life Insurance Election and Certificate*; and AF Form 2030, *USAF Drug and Alcohol Abuse Certificate*. Maintains the completed documents in the Cadet Personnel Record-1 (CPR-1) for each cadet.

5.7.9.2. Takes photos for a DD Form 1173, *Uniformed Services Identification and Privilege Card*, and completes the ID cards.

5.7.9.3. Enters each international cadet into the DEERS system.

5.7.9.4. In the event of emergencies, provides information from the *Record of Emergency Data for Cadet Personnel* to the Airman and Family Readiness Flight Casualty Notification Officer (10 FSS/FSFR).

5.7.9.5. Briefs international cadets who resign or disenroll from USAFA and ensures they out-process through all required agencies. Prepares travel orders for international

cadets who resign, disenroll, or graduate. Coordinates with USAFA/DFIP on preparation of travel orders.

Chapter 6

CADET SEMESTER EXCHANGE ABROAD PROGRAMS

6.1. Program Intent. Cadet Semester Exchange Abroad Programs (CSEAP) are designed to respond to US Air Force requirements for officers proficient in language, region, and culture skills, who can better support the Air Force's strategy of global engagement. Extended in-country language and cultural immersion programs are the most successful way to increase language fluency and cultural understanding. Such programs conducted at foreign military academies in the context of disciplinary coursework supporting the cadets' chosen majors and satisfying core course requirements have the added benefit of educating USAFA cadets on the armed forces and professional cultures of other countries. Similarly, affording foreign semester exchange cadets from foreign academies an opportunity for a semester of study at USAFA furthers engagement and cooperation between air forces and provides strong, mutually beneficial educational dividends for both academies. Most exchange agreements are established with international academies where English is not a primary or official language. However, for a limited number of programs, USAFA recognizes that experience at academies where English is spoken may foster cross-cultural competence and strengthen alliances. Goals of the program include the following:

6.1.1. To develop cadets' language skills through this capstone, semester-length immersion program.

6.1.2. To foster a deeper understanding of specific cultures and to awaken in students a greater connection to the importance of culture general, including ways in which culture can affect military operations across the spectrum.

6.1.3. To promote robust professional relationships that may serve the United States and our allies in the years to come.

6.2. Program Overview. Selected USAFA cadets attend partner foreign academies for an entire semester. During the same academic year, a reciprocal number of foreign cadets from these international air force academies attend USAFA during USAFA's fall or spring semester. All of the USAFA and foreign semester exchange cadets are integrated into the academic, military, athletic, and social aspects of the host academy. In addition, both USAFA and foreign semester exchange cadets are afforded special opportunities to experience the cultures of the host country and to observe operations of the host country's academy and operational air force.

6.2.1. **Accountability.** During participation in outbound international education programs, cadets report to DFIP. If leave is taken before or after an international education program, cadets will report to their Academic Year (AY) AOCs for command and control functions pursuant to leave status. Cadets must report in and out with their AOCs and DFIP at program beginning and end to ensure proper accountability. All USAFA/DFIP-sponsored programs begin and end at USAFA or a local area airport. Any exceptions must be coordinated by each cadet's AOC and approved by the Director of DFIP or designated representative. For example, when a program starts during a leave period and a cadet has departed USAFA, the cadet must return to USAFA or a local area airport before beginning TDY travel or else secure coordination and approval for an exception. This is also true if a cadet wishes to take leave en route prior to returning to USAFA from a CSEAP.

6.3. Selection Process. Second- or Third-Class cadets with a minimum 2.60 cumulative GPA and MPA who will have completed at least the Foreign Language 222 course in the appropriate language prior to the exchange are eligible to apply. Boards may stipulate more stringent requirements for particular semester exchange programs, e.g. second-class cadets who will have completed foreign language 321 or 322. Participants may not be on any probationary status at the time of participation. Excellence in foreign language courses or performance on foreign language tests is a critical element of the application process. Interested and eligible cadets may apply via DFIP's on-line application process that DFIP announces to the Cadet Wing early in each fall semester. The Vice Dean may approve waivers for cadet eligibility on an exceptional basis. The Vice Dean may delegate this authority to the Director, DFIP. DFIP, working with the Department of Foreign Language division chiefs or language executors screens cadet applicants for the various exchanges after a review of USAFA cadet applicant academic, military and physical training records, to include a recommendation from the air officer commanding and essays written by the candidates. Each division chief in DFF appoints a language executor to coordinate the activities of a selection board for each language. Under the authority of the Director, DFIP, the language executor, in concert with the DFIP program manager, appoints a chair and seats the board of at least three members. The boards, convened for each language taught at USAFA, are to include representatives from DFIP, faculty members of the Department of Foreign Languages, and may also include Area Studies Group representation and a USAFA/CW representative. Selection boards invite some or all of the pre-qualified cadets to interview. Criteria to be considered by the board in selecting from the pre-qualified cadets must emphasize the cadets' academic achievement, military performance, and demonstrated ability to perform independently, not strictly the relative order of merit of the candidates. Director, DFIP, will review and forward names of the selected cadets to the Vice Dean of the Faculty and Vice Commandant of Cadets for approval. Cadets are notified late in the fall semester.

6.4. Hosting Foreign Semester Exchange Cadets at USAFA:

6.4.1. Foreign semester exchange cadets will have First Class, Superintendent's List privileges and responsibilities. DFIP will conduct a Semester Exchange Cadet Orientation Program (SECOP) for incoming foreign semester exchange cadets to include in-processing with Cadet Personnel. During SECOP, DFIP may sponsor immersion opportunities to help the cadets become acclimated to American or regional culture. Pending individual AOC approval, they should be granted opportunities to participate in training and afforded additional time off from duties to travel and experience America. Moreover, they are to be granted one special pass which extends a 3-day weekend into a 4-day weekend during the semester. One or two USAFA cadets may accompany them (with AOC, instructor, and DFIP approval). In addition, foreign semester exchange cadets will be given a 6-day pass in conjunction with Thanksgiving or spring break for DFIP-approved cultural travel.

6.4.2. Foreign semester exchange cadets must attend at least one home football game (Army or Navy game suggested). Additionally, these cadets are highly encouraged to utilize their weekends and time off for cultural learning through travel. For all travel, foreign semester exchange cadets must sign out IAW applicable Cadet Wing guidelines.

6.4.3. Foreign semester exchange cadets and designated USAFA cadet escorts, where possible, will be counted with the official contingent and attend the Army or Navy away football games. These slots are not expected to count against cadet squadron allocations.

6.4.4. Foreign semester exchange cadets will not be eligible for Element Leader responsibilities but will be permitted to hold other 2-degree positions in their squadrons to facilitate their learning about Cadet Wing leadership. Foreign semester exchange cadets will be required to participate in one military training weekend, to be coordinated with the AOC. AOCs are expected to release foreign semester exchange cadets from the remaining military training weekends. These cadets are required to participate in commissioning education and all military training during the duty week.

6.4.5. Foreign semester exchange cadets will be admonished for infractions of discipline in accordance with current Cadet Wing instructions and under the agreed MOU guidelines.

6.4.6. Foreign semester exchange cadets may undergo flight screening and participate in SCUBA, AM-490 (free-fall parachuting), AM-251 (soaring), and be afforded opportunities for incentive/familiarization flights in as many operational aircraft as is feasible.

6.4.7. During their semester at USAFA, foreign semester exchange cadets will tour USAF units or US cultural sites with DFIP. These programs could include DFIP-coordinated and organized trips to military installations, properly coordinated per foreign disclosure requirements, or to sites of cultural interest.

6.5. Cadet Responsibilities:

6.5.1. USAFA cadets selected for exchanges must follow the preparatory guidelines detailed in the USAFA Curriculum Handbook.

6.5.2. A Cadet-in-Charge (CIC) will be selected by DFIP in concert with the language executor to lead USAFA's contingent for each exchange. The CIC:

6.5.2.1. Supervises the contingent while on exchange.

6.5.2.2. Transports and presents institutional gifts.

6.5.2.3. Provides USAFA/DFIP a weekly status report via e-mail while on exchange. More frequent reports may be required if the situation warrants.

6.5.2.4. Bring back to USAFA the most current curriculum and course information available from the host institution, for the benefit of future exchanges.

6.5.2.5. After Action Report (AAR). This report highlights recommendations addressing academics, logistics, location, security, vendor(s) used, financial, and suggestions for improvement. Include in the AAR photos with captions, an assessment of the educational program and of accomplishment of the program goals, statements of cultural learning and the impact of the experience on the cadets, both professionally and personally. Promptly submit the after action report. The AAR will be retained one semester, and may be retained longer if determined useful by the program manager or Director DFIP.

6.5.3. All cadet participants must comply with all requirements identified by DFIP.

6.5.4. Culture Education. As directed by DFIP, cadets on selected programs will participate in pre- and/or post-immersion cultural education seminars, culture-related curriculum during the immersion, and culture-learning assessment measures, before and/or after travel.

6.5.5. USAFA cadets, while participating in an exchange, will serve in the grade assigned by CW Training (CWT), commensurate with cadets participating in exchange programs with US sister academies.

6.5.6. USAFA cadets who plan, coordinate, and successfully complete the academic requirements of the exchange program will receive academic credit commensurate with coursework completed. Work with academic advisors to create a plan for coursework prior to departure and a plan for academic credit transfer. Per *Curriculum Handbook* 6-1.c.(2)(c), transfer credit is only available with prior department approval. The cadet will work with their advisor to communicate the course enrollment and credit transfer plan to DFIP, update the plan during program execution, and submit a final credit transfer request upon program completion to the DFIP program manager. This credit request may include credit for any foreign language courses taken and FAS 495 for the cadets' experiential learning and/or successful completion of DFIP's culture education curriculum, if the cadet earns academic credit for four or fewer courses otherwise. The total course credit transfer will not exceed six classes unless the academic advisor requests special consideration.

6.5.7. CW Training (CWT) will ensure USAFA cadets who successfully complete an exchange program will receive Military Leadership credit for the experience if warranted.

6.5.8. Prior to a semester exchange program, cadets must notify the language executor and DFIP if they are placed on probation of any type at any time. DFIP will decide, in coordination with language executors, AOCs and academic advisors, whether to make financial commitments for cadets who anticipate their probations being lifted prior to travel.

6.5.9. During the exchange, cadet participants will maintain USAFA standards for grooming, appearance, and behavior.

6.5.10. At the program's beginning and end, cadets must notify both DFIP and their AOCs of their departure from and return to USAFA. The CIC may report to DFIP on behalf of the group. During the semester, cadets may travel within the country during weekends or vacation periods when their presence is not required or expected for academic or other duties. Cadets must request DFIP approval for any travel outside the assigned country prior to any proposed trip.

6.6. Permanent Party Responsibilities:

6.6.1. USAFA/DFIP:

6.6.1.1. Has overall responsibility for the Cadet Semester Exchange Abroad Program and is USAFA's single focal point for all matters dealing with cadet exchanges. Directs the establishment of semester exchange programs and manages them, maintaining relations with foreign service academies. Monitors cadet progress at foreign service academies. Receives recommendations and support from DFF language divisions. Serves on the selection boards and may chair the boards. Program manager may submit the Country Clearance requests through the Aircraft and Personnel Automated Clearance System (APACS), <https://www.apacs.dtic.mil/apacs/>, in accordance with the FCG, <https://www.fcg.pentagon.mil>, and assist cadets in applying for passports and visas, as required.

6.6.1.2. Budget and Accounting for the program. Program manager will coordinate with resource manager to develop a spend plan and track expenses, gather and validate budget and accounting information. Unless prior arrangements have been made, each host academy is responsible for cadet transportation, billeting, and meals once the cadets arrive in-country. Transportation costs and arrangements to/from the host country are the responsibility of the parent academy.

6.6.1.3. Arranges for local sponsor families for inbound foreign semester cadets in the Colorado Springs area. Arranges for pre-exchange language immersions for outbound USAFA cadets when warranted.

6.6.1.4. Assists the Airman and Family Readiness Flight Casualty Notification Officer (10 FSS/FSFR) with notification of next of kin in emergencies involving foreign semester exchange cadets.

6.6.1.5. Plans and arranges (with the help of appropriate USAFA elements) all logistics for international exchange cadets studying at USAFA. This includes a Semester Exchange Cadet Orientation Program (SECOP). The SECOP agenda and support during the semester may include the following: reception at the airport, meeting with AOCs, in-processing, assignment of roommates, computers, bedding, dorm room accessories, parka, flight physicals, books, academic schedules, military ID cards, Post Office Boxes, *Record of Emergency Data for Cadet Personnel*, AF Form 2030, Cadet/Cadet Candidate Personal Information and Privacy Act Release, Foreign Semester Exchange Cadet in-brief, Cadet Wing Organization, Honor Code, medical, automobile policies and laws, privileges, English as a Second Language (ESL) test, SCAs, American or regional cultural immersion opportunities, farewell reception, farewell gifts, and end-of-semester critiques.

6.6.1.6. May arrange a summary briefing for the Superintendent, Commandant of Cadets, Dean of the Faculty, and Director of Athletics once per year. Selected USAFA cadets returning from exchange programs provide a short briefing and discussion on their experiences abroad.

6.6.1.7. Is encouraged to highlight the programs through Public Affairs and other avenues (such as AOG publications) to ensure Academy community awareness.

6.6.1.8. Provides Cadet Personnel Customer Service and Separations (HQ USAFA/A1A) a list of incoming foreign semester exchange cadets, and schedules an in-processing briefing for them. Provides HQ USAFA/A1A a list of departure dates for foreign semester exchange cadets.

6.6.1.9. Arranges a farewell ceremony for foreign semester exchange cadets. During the fall semester, this event is typically scheduled in late November or early December. During the spring semester, the ceremony is normally scheduled in late April or early May.

6.6.1.10. Consolidates after action reports. Forwards to chain of command as warranted or requested.

6.6.1.11. Upon receipt of transcripts from DFR, forwards two original copies: one to each foreign semester exchange cadet's parent academy and the other to each exchange cadet.

6.6.1.12. Following the Registrar's (USAFA/DFR) release of transcripts, DFIP will forward a consolidated letter, signed by Director DFIP, to the parent academies.

6.6.1.13. After selection notification, the DFIP program manager will provide cadets participating in Cadet Semester Exchange Abroad Programs guidance regarding requirements including but not limited to official photos, passports, visas, biographies, international driver's licenses, uniform/civilian clothing requirements (some of which will be provided by Cadet Issue), officer uniform fitting (Tailor Shop), graduation physicals, credit cards, gifts, AFSC selection forms, Graduate Scholarship Office coordination, Transportation Management Office coordination, pay and entitlements briefing, summer period preparatory coursework, change of address forms (post office), TDY orders, immunizations, medical & dental records, security briefings, POCs in host countries, personnel records, after action reports, and periodic reporting requirements.

6.6.1.14. DFIP will make available any course catalogs or course descriptions from the international institution prior to the semester exchange to the degree they are available from the destination institution. Following the exchange, DFIP will consolidate and review the course credit recommendations and forward a request to the Registrar for course credit. This credit request may include credit for any foreign language courses taken and FAS 495 for the cadets' experiential learning and/or successful completion of DFIP's culture education curriculum, if the cadet earns academic credit for four or fewer course otherwise. The total course credit transfer will not exceed six classes unless the academic advisor requests special consideration.

6.6.2. USAFA/DFP:

6.6.2.1. Provides recommendations to DFIP related to the establishment and management of semester exchange programs. Supports DFIP with target language correspondence and with monitoring cadet progress overseas. Division chiefs appoint language executors. Language executors convene USAFA Cadet Semester Exchange Abroad Selection Boards, and serves as Selection Board member or chair.

6.6.2.2. As needed, arranges for academic preparatory programs for cadets selected for each exchange program.

6.6.2.3. Helps solicit volunteers, screens, and recommends to DFIP USAFA cadet hosts/roommates for foreign semester exchange cadets.

6.6.2.4. Recommends to DFIP the cadet-in-charge for USAFA cadet contingents on exchanges.

6.6.3. USAFA/AD:

6.6.3.1. Grants foreign semester exchange cadets the same privileges afforded to USAFA cadets, to include free admission to athletic events.

6.6.3.2. Directs athletics instructors to be flexible in accommodating foreign semester exchange cadets' cultural travel.

6.6.4. USAFA/DFR:

6.6.4.1. Assists and advises DFIP in all course and cadet academic scheduling for the exchange.

6.6.4.2. Provides two original transcripts for each foreign semester exchange to USAFA/DFIP.

6.6.5. USAFA DFV:

6.6.5.1. Review and approve cadets recommended by DFIP for CSEAP participation.

6.6.6. USAFA/CWV:

6.6.6.1. Review and approve cadets recommended by DFIP for CSEAP participation.

6.6.6.2. Through USAFA/CW Training Division, and in coordination with USAFA/DFIP, ensures there is typically no more than one foreign semester exchange cadet in each squadron.

6.6.6.3. Through USAFA/CW, ensures that USAFA cadet exchange participants satisfy (or obtain waivers for) their military training requirements.

6.6.6.4. Through the Cadet Food Services/Mitchell Hall (10 FSS/FSLF):

6.6.6.4.1. Provides meals at no cost to visiting foreign semester exchange cadets in Mitchell Hall.

6.6.6.5. Arranges VIP in-processing of foreign semester exchange cadets immediately upon their arrival at USAFA.

6.6.6.6. Arranges no-cost billeting of foreign semester exchange cadets in the dormitories.

6.6.6.7. Through the 306 FTG/CC, coordinates for available slots for foreign semester exchange cadets in flight screening programs, AM-490 (parachuting) or AM-251 (soaring).

6.6.6.8. Through USAFA/CW, arranges, when possible, for foreign semester exchange cadets to accompany the official contingent to the West Point or Annapolis away football game.

6.6.6.9. Assigns US cadets who participate in semester exchange programs to a grade commensurate with cadets participating in exchanges with sister service academies.

6.6.6.10. CWT in conjunction with CWV will ensure that USAFA cadets who successfully complete an exchange program will receive Military Leadership credit for the experience when warranted.

6.6.7. 10 LRS/LGRDA and USAFA Contract Travel Office:

6.6.7.1. Makes round-trip air travel arrangements for exchange cadets, and assists with ground transportation as requested.

6.6.8. Academic Departments and Academic Advisors: Various DF Academic Departments provide instructional support as coordinated by USAFA/DFIP, during special summer preparatory programs prior to USAFA cadet departures.

6.6.8.1. Academic advisors will work with their cadets to create a plan for coursework prior to departure and a plan for academic credit transfer. Per *Curriculum Handbook* 6-1.c.(2)(c), transfer credit is only available with prior department approval. The advisor and cadet will communicate the course enrollment and credit transfer plan to DFIP, update the plan during program execution, and submit a final recommendation upon program completion to the DFIP program manager.

6.6.8.2. The last day of classes for foreign semester exchange cadets attending USAFA is lesson T-39. They are excused from Final Examinations. Grades are determined by points earned through lesson T-39.

6.6.9. Financial Management (USAFA/FM):

6.6.9.1. Through Customer Service (HQ USAFA/FMF), assists USAFA/DFIP in briefing USAFA cadet exchange participants on travel entitlements.

6.6.9.2. Through Cadet Pay (HQ USAFA/FMF), suspends “monthly personal deduction” for USAFA cadets for the period they are away from USAFA on exchange, provided a list of exchange cadets is provided to HQ USAFA/FMF by DFIP.

6.6.10. International Exchange Officers assigned to USAFA from countries/academies with which we are conducting a Cadet Exchange Program:

6.6.10.1. Act as ombudsmen and academic advisors for foreign semester exchange cadets.

6.6.10.2. Serve as liaison between their foreign academy and USAFA in providing logistical and planning information to USAFA/DFIP.

6.6.11. USAF Exchange Officers (if assigned) at international academies hosting USAFA cadets:

6.6.11.1. Give a country briefing to USAFA cadets upon their arrival.

6.6.11.2. Help coordinate academic scheduling of USAFA cadets at international host academies.

6.6.11.3. Help register USAFA cadets with American Embassies/Consulates and introduce them to the US Defense or Air Attaché, if possible.

6.6.11.4. Assist USAFA cadets in obtaining civil liability insurance as needed.

6.6.11.5. Act as ombudsmen and academic advisors for the USAFA cadets.

6.6.11.6. Assist USAFA cadets-in-charge in arranging return transportation and unaccompanied baggage shipments, if possible, for the contingents.

6.6.11.7. Maintain liaison with the USDAOs, international academies, and USAFA/DFIP, regarding logistic, fiscal, disciplinary, personnel, and other military matters pertaining to the USAFA cadets on the exchange program.

6.6.11.8. Provide USAFA/DFIP biographical sketches on foreign semester exchange cadets selected to come to USAFA.

6.6.11.9. Upon the return of the USAFA cadet contingents, provide USAFA/DFIP, by the deadline designated by DFIP, an after-action report addressing problem areas,

program strengths, and recommendations for improvement. These will be maintained by DFIP for one semester following the cadets' return.

6.6.12. 10 MDG:

6.6.12.1. Performs medical clearance evaluations on foreign semester exchange cadets for flying/jumping programs upon their arrival at USAFA.

6.6.12.2. Provides medical care for foreign semester exchange cadets while they are assigned to USAFA, to include timely flight physicals as requested.

6.6.12.3. Coordinates medical treatment with military or civilian medical facilities for emergencies while foreign semester exchange cadets are away from USAFA. Medical costs are covered in accordance with the DoD Medical Care for Foreign force Members and Dependents of Foreign Force Members.

6.6.12.4. Provides MFRs, if requested by USAFA/DFIP, notifying international academies of medical clearances for USAFA cadets participating on exchanges.

6.6.13. HQ USAFA/A1A:

6.6.13.1. Updates Cadet Administrative Management Information System (CAMIS) to reflect a duty status code of "45," Exchange Cadet Assigned to USAFA, upon completion of in-processing. Upon the departure of each cadet, updates CAMIS to change the duty status code to "00" (Discharged).

6.6.13.2. Takes photos for DD Forms 1173 valid for the duration of the exchanges, during the in-processing briefing. Creates for each cadet a Common Access Card (CAC).

6.6.13.3. Foreign semester exchange cadets are not eligible for TRICARE, although they must be enrolled into the system at the USAFA Main Clinic as part of their in-processing. They must first seek care at the USAFA medical clinic. Medical and dental care outside of the Academy not pre-coordinated or approved by USAFA medical clinic must be paid for by the respective countries' embassy. Cadets seeking care outside of the USAFA medical clinic must follow the guidelines outlined in the DoD Reciprocal Health Care Agreement for Active Duty Foreign Force Members.

6.6.13.4. In the event of emergencies, provides information from the *Record of Emergency Data for Cadet Personnel* to the Airman and Family Readiness Flight Casualty Notification Officer (10 FSS/FSFR) and to USAFA/DFIP.

6.6.13.5. For USAFA cadets who will participate in the Semester Exchange Abroad Program: updates CAMIS to reflect a duty status code of "44," Cadet on Exchange at Another Academy. Updates CAMIS to change the cadets' duty status to a code of "50," Present for Duty.

6.6.14. Air Officers Commanding will maintain contact with all of their USAFA cadets participating in the Cadet Semester Exchange Abroad Program, as well as fully integrate the inbound foreign semester exchange cadets into their squadrons, and:

6.6.14.1. Add each USAFA cadet's personal (Yahoo, Hotmail, etc.) email address to their squadron email distribution list and maintain contact with exchange cadets. Both the AOC and the exchange cadet are responsible for ensuring this occurs.

6.6.14.2. Ensure that all paperwork associated with any pre-commissioning waivers (medical, etc.) are completed and that their cadets have fulfilled the necessary requirements prior to departing for the overseas exchange.

6.6.14.3. Ensure that all required USAFA Forms 94, *Cadet Evaluation for the Board Order of Merit (BOM) Board* are completed and confirm that the participating cadets understand their individual squadron rankings.

6.6.14.4. Assist cadets in completing applications to Graduate Scholarship Program (GSP) or other selective cadet or post-commissioning programs prior to the cadets departing for semester exchange programs.

6.6.14.5. Personally welcome foreign semester exchange cadets assigned to their squadrons.

6.6.14.6. Consider assigning foreign semester exchange cadets to leadership positions as appropriate.

6.6.14.7. If possible, organize opportunities for foreign semester exchange cadets and USAFA cadets, in a collegial atmosphere, to discuss similarities and differences between academies, air forces, and countries.

6.6.14.8. Have the authority to give extra privileges to Second Class USAFA cadets hosting foreign semester exchange cadets so they can adequately accomplish their escort duties. This may apply to one or two USAFA cadets in addition to USAFA roommates.

6.6.14.9. Coordinate and request special Scheduling Committee Actions (SCA) with USAFA/DFIP.

6.6.14.10. Inform and consult with USAFA/DFIP, and the International Exchange Officers (when applicable) of discipline infractions involving foreign semester exchange cadets.

6.6.14.11. Provide USAFA/DFIP a military performance evaluation of foreign semester exchange cadets assigned to their squadron.

6.6.14.12. Permit any US cadets assigned to their squadron participating in an international semester exchange to travel on leave between transition day and the program start date.

6.6.14.13. Approves USAFA cadet roommates for foreign semester exchange cadets.

6.6.15. USAFA cadet roommates of foreign semester exchange cadets:

6.6.15.1. Help create for foreign semester exchange cadets a positive atmosphere at USAFA.

6.6.15.2. With the help of the AOC and in coordination with DFIP, assist with in-processing, prepare and conduct orientation into the squadron, and develop a weekend travel and cultural exploration plan for their foreign semester exchange cadet roommate.

6.6.16. AAFES (Bookstore):

6.6.16.1. Invoices USAFA/DFIP for required textbooks issued to foreign semester exchange cadets.

Chapter 7

CADET SEMESTER STUDY ABROAD PROGRAMS

7.1. Program Intent: Cadet Semester Study Abroad Programs are designed to respond to US Air Force requirements for foreign language proficient officers possessing global skills, who can better support USAF's strategy of global engagement. In-country education in a cadet's academic discipline, conducted in the context of language and cultural immersion is the most successful way to increase language fluency and cultural understanding. Such programs at foreign civilian universities, in the context of disciplinary coursework supporting the cadets' chosen major and satisfying core course requirements, offer the benefit of educating USAFA cadets in the target language. Goals of the program include the following:

7.1.1. To develop cadets' language skills through this capstone, semester-length immersion program.

7.1.2. To foster a deeper understanding of a specific foreign culture and hopefully to awaken in students a greater connection to the importance of culture general, including ways in which culture can affect military operations across the spectrum.

7.1.3. To promote professional development that may serve the United States and our allies in the years to come.

7.2. Program Overview: Each semester, USAFA cadets study at foreign civilian universities. The cadets are integrated into the academic, cultural, and social environment of the host country by attending disciplinary coursework in the target language and special travel, volunteer, or other USAFA/DFIP-approved activities. The guidance in the chapter on the Cadet Semester Exchange Abroad Program also applies to this program.

7.2.1. **Accountability.** During the execution of international education programs, cadets report to DFIP. If leave is taken before or after an international education program, cadets will report to their AY AOCs for command and control functions pursuant to leave status. Cadets must report in and out with their AOCs and DFIP prior to and immediately following program execution to ensure proper accountability. All USAFA/DFIP-sponsored programs begin and end at USAFA or a local area airport. Any exceptions must be coordinated by each cadet's AOC and approved by the Director of DFIP or designated representative. For example, when a program starts during a leave period and a cadet has departed USAFA, the cadet must return to USAFA or a local area airport before beginning TDY travel or else secure coordination and approval for an exception. This is also true if a cadet wishes to take leave en route prior to returning to USAFA from a DFIP-sponsored international activity.

7.3. Selection Process: The selection process is nearly identical to that for CSEAP students, and typically one board per language group considers both programs, as applicable. Second- or Third-Class cadets who meet the requirements and are in good standing may apply to CSSAP, and participate during either their second class or first class year. Board members should consider cadets' capacity to succeed in the less-structured environment of a civilian university. Cadets must be even more mature, self-disciplined, and culturally adaptable than those selected for CSEAP.

7.4. Cadet Responsibilities:

7.4.1. Cadets selected for semester study abroad must follow the preparatory guidelines detailed in the *USAFA Curriculum Handbook*. OSI will provide general security briefings to all travelers, and will provide regionally focused or country specific briefs, as appropriate.

7.4.2. A Cadet-in-Charge (CIC) will be selected by the DFIP program manager to lead USAFA's contingent for each semester study abroad trip. The CIC:

7.4.2.1. Supervises the contingent while on semester study abroad.

7.4.2.2. Establishes and maintains communication with DFIP and local US Embassy, appraises both of all relevant issues as soon as they arise.

7.4.2.3. Provides USAFA/DFIP a weekly status report via e-mail unless more frequent reporting is warranted.

7.4.2.4. After Action Report (AAR). This report highlights recommendations addressing academics, logistics, location, security, vendor(s) used, financial, and suggestions for improvement. Include in the AAR photos with captions, an assessment of the educational program and of accomplishment of the program goals, statements of cultural learning and the impact of the experience on the cadets, both professionally and personally. Promptly submit the after action report. The AAR will be retained one semester, and may be retained longer if determined useful by the program manager or Director DFIP.

7.4.3. After selection notification, DFIP study abroad program manager will provide cadets guidance regarding requirements for official photos, passports, visas, biographies, international driver's licenses, civilian clothing requirements, graduation physicals, credit cards, gifts to host families, AFSC selection forms, Graduate Scholarship Office coordination, pay & entitlements briefing, summer period preparatory coursework, change of address forms (post office), TDY orders, immunizations, medical & dental records, personnel records, after action reports, and periodic reporting requirements.

7.4.4. Culture Education. As directed by DFIP, cadets on selected programs will participate in pre- and/or post-immersion cultural education seminars, periodic assignments during the immersion, and culture-learning assessment measures, before and after travel.

7.4.5. USAFA cadets who successfully complete the study abroad program will receive academic credit commensurate with academic coursework completed. Academic advisors will work with their cadets to create a plan for coursework prior to departure and a plan for academic credit transfer. Per *Curriculum Handbook* 6-1.c.(2)(c), transfer credit is only available with prior department approval. DFIP will make available any course catalogs or course descriptions from the international institution. The advisor and cadet will communicate the course enrollment and credit transfer plan to DFIP, update the plan during program execution, and submit a final recommendation upon program completion to the DFIP program manager. DFIP will consolidate and review the course credit recommendations and forward a request to the Registrar for course credit. This credit request may include credit for any foreign language courses taken and FAS 495 for the cadets' experiential learning and successful completion of DFIP's culture education curriculum.

7.4.6. Cadet participants may maintain relaxed grooming standards to include hairstyles that may touch the ears for men, but will be neat in appearance and not faddish. No facial hair will be permitted.

7.4.7. At the program beginning and end, cadets must notify both DFIP and their AOCs of their departure from and return to USAFA. During the semester, cadets may travel within the country during weekends or vacation periods when their presence is not required or expected for academic or other duties. Cadets must request DFIP approval for any travel outside the assigned country prior to any proposed trip.

7.5. Permanent Party Responsibilities:

7.5.1. USAFA/DFIP:

7.5.1.1. Has overall responsibility for the Cadet Semester Study Abroad Program and is USAFA's single focal point for all pertinent matters. Directs the establishment of semester study abroad programs and manages them, maintaining relations with foreign universities. Monitors cadet progress at foreign service academies. Receives recommendations and support from DFF language divisions. Serves on the selection boards and may chair the boards. Ensures consistency across all semester study abroad programs to the maximum extent possible, to include arrangements for rigorous academics to meet USAFA graduation requirements, language immersion prior to study abroad, safe housing with host families where possible, and cultural travel opportunities.

7.5.1.2. Country Clearance Request. Program manager will submit the Country Clearance requests through the Aircraft and Personnel Automated Clearance System (APACS), <https://apacs.dtic.mil/apacs/>, in accordance with the FCG, <https://www.fcg.pentagon.mil>.

7.5.1.3. Arranges for all applicable logistics, to include language immersion, room and board, preferably home-stay, international travel, and coordination with host nation university.

7.5.1.4. Budget and Accounting for the program. Program manager will coordinate with resource manager to develop a spend plan and track expenses, gather and validate budget and accounting information.

7.5.1.5. Consolidates after action reports for the Director, DFIP. Forward reports to HQ USAFA/CC, DF, & CW as warranted or requested.

7.5.1.6. Highlights the programs through Public Affairs and other avenues (such as AOG publications) to ensure Academy community awareness.

7.5.1.7. Provides HQ USAFA/A1A a list of departure dates for cadets traveling abroad.

7.5.1.8. Upon receipt of transcripts from host nation universities, consolidates and forwards them to DFR.

7.5.1.9. In the event of emergencies, provides information from the *Record of Emergency Data for Cadet Personnel* to the Airman and Family Readiness Flight Casualty Notification Officer (10 FSS/FSFR).

7.5.2. USAFA/DFF:

7.5.2.1. Provides recommendations to DFIP related to the establishment and management of semester study abroad programs. Supports DFIP with target language correspondence and with DFIP's role in monitoring cadet progress overseas. Convenes USAFA Cadet Semester Exchange Abroad Selection Boards, and serves as Selection Board member or chair.

7.5.2.2. Arranges for academic preparatory programs for cadets selected for semester study abroad programs.

7.5.2.3. Recommends to DFIP the cadet-in-charge for USAFA cadet contingents on exchanges.

7.5.3. USAFA DFV and USAFA/CWV:

7.5.3.1. Review and approve cadets recommended by DFIP for CSSAP participation.

7.5.4. Financial Management (HQ USAFA/FM):

7.5.4.1. Through Customer Service (HQ USAFA/FMF), assists USAFA/DFIP in briefing semester study abroad participants on travel entitlements.

7.5.4.2. Through Cadet Pay (HQ USAFA/FMF), suspends "monthly personal deduction" for USAFA cadets for the period they are away from USAFA on study abroad, provided a list of exchange cadets is provided to HQ USAFA/FMF by DFIP.

7.5.5. HQ USAFA/A1A:

7.5.5.1. For USAFA cadets who will participate in Semester Study Abroad Program: updates CAMIS to reflect a duty status code of "44," Cadet on Exchange at Another Academy: updates CAMIS to change the cadets' duty status to a code of "50," present for duty.

7.5.6. Air Officers Commanding have the responsibility to maintain contact with all of their cadets on study abroad via cadets' alternate (Yahoo, Hotmail, etc.) email address.

7.5.6.1. Ensure that all paperwork associated with any pre-commissioning waivers (medical, etc.) are completed and that their cadets have fulfilled the necessary requirements prior to departure.

7.5.6.2. Ensure that all required USAFA Forms 94, *Cadet Evaluation for the Board Order of Merit (BOM) Board*, are completed and confirm that the participating cadets understand their individual squadron rankings.

7.5.6.3. Assist cadets in completing applications to Graduate Scholarship Program (GSP) or other selective cadet or post-commissioning programs prior to the cadets departing for semester exchange programs.

7.5.6.4. Work in coordination with USAFA/DFIP to address discipline infractions involving cadets on semester study abroad.

7.5.6.5. Permit the cadets to travel on leave between transition day and the program start date.

Chapter 8

CADET SUMMER LANGUAGE IMMERSION PROGRAMS

8.1. Program Overview: Foreign language skills are rapidly improved through participation in an intense, three- to six-week language immersion program. The Cadet Summer Language Immersion Program (CSLIP) offers 60 hours of structured language instruction led by qualified instructors for each three-week program (normally 20 hours per week) and 120 hours of instruction for each six-week program. Any exceptions to this requirement must be approved by the Director, DFIP and the Head, Foreign Languages Department. Each student who participates fully and satisfactorily will receive course credit as stipulated in the *Curriculum Handbook*. Typically, during the program, cadets commit to speaking only the target language in class, on cultural excursions, with local business people, and with their host family. Cadets generally spend half of each day in a classroom environment learning new foreign language skills, and the rest of the day immersed in the foreign culture, practicing the language. Goals of the program include the following:

- 8.1.1. To develop cadets' language skills through as complete a linguistic immersion as possible.
- 8.1.2. To foster a deeper understanding of a specific foreign culture and to awaken in students a greater connection to the importance of culture general, including ways in which culture can affect military operations across the spectrum.
- 8.1.3. To promote professional development that may serve the United States and our allies in the years to come.
- 8.1.4. To enhance faculty/staff professional development.

8.2. Accountability. During the execution of international education programs, cadets report to DFIP. If leave is taken before or after an international education program, cadets will report to their AY or summer program AOCs for command and control functions pursuant to leave status. Cadets must report in and out with their AOCs and DFIP prior to and immediately following program execution to ensure proper accountability. All USAFA/DFIP-sponsored programs begin and end at USAFA or a local area airport. Any exceptions must be coordinated by each cadet's AOC and approved by the Director of DFIP or designated representative. For example, when a program starts during a leave period and a cadet has departed USAFA, the cadet must return to USAFA or a local area airport before beginning TDY travel or else secure coordination and approval for an exception. This is also true if a cadet wishes to take leave en route prior to returning to USAFA from a DFIP-sponsored international activity.

8.3. Participants & Areas of Focus: Each summer, approximately 250+ USAFA cadets, and select USAFA faculty escorts participate in 3-week or 6-week immersion programs. Participation in these programs may be opened to a smaller number of AFROTC cadets. Programs are conducted for Arabic, Chinese (Mandarin), French, German, Japanese, Portuguese, Russian, and Spanish. In developing language immersion programs overseas or in the US, USAFA/DFIP and DFIP coordinators consider the following criteria: quality of academic instruction, cadet lodging, with preference granted to programs offering well-managed home stays with families from the host culture, cultural programs and their integration into the academic lessons, the setting of the school (safety, cultural interest, relative numbers of tourists),

and budget. The programs usually begin immediately after spring semester graduation, lasting until the end of first or second summer period. First-class cadets participating in the 6-week immersion generally must do so in lieu of leave. CW cadet manning considerations may require junior cadets to forfeit their leave in order to participate in a three-week immersion.

8.4. Application and Selection Processes.

8.4.1. Cadet Application and Selection: Interested cadets should apply via DFIP's on-line application, which is sent to eligible cadets in the fall semester. Cadets must have minimum cumulative GPA and MPA of 2.2 and be cadets in good standing. Cadets may not be on probation of any kind at the time of participation in the program. DFIP screens cadet applicants for the various language immersion programs. USAFA/DFP convenes a panel with the participation of a DFIP member to review and prioritize USAFA cadet applications, and recommends the selections to the program manager in DFIP. The Vice Dean may approve waivers for cadet eligibility on an exceptional basis. The Vice Dean may delegate this authority to the Director, DFIP. After review, DFIP submits the names to the Vice Dean of the Faculty and Vice Commandant of Cadets, who approve the selectees. Cadets are notified of their selection/non-selection prior to the winter break, and DFIP provides instructions on how to apply for necessary passports, visas, etc. International cadets are not eligible for this program.

8.4.2. Officer Escort Application & Selection and Project Execution: Interested faculty and staff members complete DFIP's application to become escorts in the Cadet Summer Language Immersion Program. In the fall semester, DFIP sends all eligible academy personnel an e-mail that contains a link to the application. Potential escorts are responsible for both completing the application and for securing endorsement or approval by their department head, group commander or agency head. USAFA/DFP language executors review and prioritize USAFA faculty and staff applications, and recommend the selections to the DFIP program manager. DFIP confirms or adjusts the recommendations and notifies escorts of their selection/non-selection. Escort officers will plan and execute cultural education activities prior to the program, each week while on language immersion, creating opportunities for cadets to meaningfully engage with the local culture and use the target language, and following the immersion program. To the maximum extent possible, escort officers will ensure that classroom instruction prepares cadets for these cultural activities and follows up from their experiences to integrate cultural learning and academics.

8.5. Responsibilities:

8.5.1. DFIP. The Office of International Programs manages and administers the program in coordination with SAF/IA guidance and provides specific administrative and informational support to include the following:

8.5.1.1. Announcement. Publicize the program.

8.5.1.2. Selection Process. Publish selection criteria and manage selection process from applicant pools in coordination with DFP language executors. Prospective escorts within the Foreign Language Department will receive favorable consideration. Inform escorts and cadets of selection, standby, or non-selection status and approved budget for each specific program. Send blank acceptance package to each escort, to include the alcohol

policy and an outline of the escort's responsibilities, and ensure these are completed by every cadet.

8.5.1.3. Budget and Accounting for the program. Program manager will coordinate with resource manager to develop a spend plan and track expenses, gather and validate budget and accounting information.

8.5.1.4. Escort Guidance. Provide to escorts all pertinent information required to execute program to include checklists and informational briefings. Communicate the requirement for 60 hours of structured language instruction for each three weeks of the program (120 hours for each six-week program), to each language executor and escort officer. Forward any requests for exception to this policy to the Director, DFIP and Head, Department of Foreign Languages.

8.5.1.5. Official passports. Assist with the application process for official passports as required. For travel requiring tourist passports, individual travelers must obtain and pay for these personal identification documents.

8.5.1.6. Visa Support. Assist escorts with application and payment for visas when required.

8.5.1.7. Payment. In accordance with established guidelines and policies, use the Corporate Travel Card to pay for appropriate program elements in advance. Payment is made based on complete information provided by the escort officer.

8.5.1.8. Country Clearance Request. Advise escorts in submittal of country clearance requests. These requests must be submitted no later than the deadline specified in the *Foreign Clearance Guide*.

8.5.1.9. Public Health and Immunizations. Coordinate with Public Health and escorts to set up mandatory briefings concerning regional health concerns. Immunizations may be arranged during mandatory pre-deployment style processing lines, or individually by the escort and cadet team.

8.5.1.10. Security. Coordinate with the local OSI detachment and escorts to set up mandatory security briefings. Establish risk management plans and communicate these to escorts and cadets. Risk management plans will include force protection recommendations and the requirement for escorts to confirm safe arrival and return, as well as to report the following concerns as soon as it is safe to do so: death or serious injury, minor injury or illness requiring medical attention, a missing cadet, involvement of foreign authorities such as the detention of a cadet, and any significant discipline issues. These instructions must be provided to every escort prior to departure, and every escort and cadet will be furnished a card with contact info for DFIP and the cadet command post. The cards will include email addresses and one or more telephone numbers for text or voice that will be monitored 24-hours/day.

8.5.1.11. ISOPREP. Coordinate with the Cadet Wing security manager to arrange Isolated Personnel Report Card (ISOPREP) submission appointments and with the Photo Lab to allow travelers to obtain ISOPREP photos. Provide an electronic copy of all photos to the Cadet Wing security manager. All military travelers, to include cadets, must submit an ISOPREP, regardless of their travel destination. Civilian escorts must

complete the unclassified civilian equivalent, the Civilian Personnel Data Verification (CIVDATVER).

8.5.1.12. Airport Transportation. Coordinate ground transportation to and from local airports in Colorado Springs and Denver for groups of sufficient size. Individuals and small groups may, on a case by case basis, be reimbursed for airport shuttles or mileage parking expenses for a minimum number of vehicles.

8.5.1.13. Communications. Provide all necessary information to the respective agencies and departments to include DF, CW, 10 MDG, etc. If deemed appropriate by the Director, DFIP will submit a package to DF and CW requesting permission for alcohol consumption by cadets if traveling on an SCA, within the limits prescribed by Air Force Cadet Wing Manual (AFCWMAN) 36-3501, *Cadet Sight Picture*.

8.5.1.14. Program Reports. Compile all assessment, trip and budget reports received from escorts and cadets.

8.5.2. DFF Language Executors and Designated Escort Officers. Language executors work with DFIP to coordinate international education efforts across a given language. This effort may include recommending allocation of cadet opportunities by geographic region and distribution of 3- and 6-week immersion programs, within budgetary and other constraints, and managing the cadet evaluation process IAW the timeline established by DFIP. The escort officer has oversight of the planning and execution of their particular program based on the approved proposal and authorized budget, in accordance with the guidance in the program overview, above. Any significant changes to the program, budget, or cadet team composition must be coordinated with DFIP in a timely manner. Escorts must coordinate any exception to the requirement for 60 hours of structured language education content at the host language school through the DFIP program manager, for approval by the Director, DFIP and the Head, DFF. Escorts will ensure their group meets all deadlines and attends all mandatory functions related to their program. Responsibilities include:

8.5.2.1. Cadet Selection. Language executors will convene selection panels of at least 3 members, including one member from DFIP. Panels select cadets in coordination with AOCs and academic advisors. Cadets must be in good standing to participate. Require cadets to notify you and notify DFIP if they are placed on probation of any kind before travel. Final selection of cadets will be coordinated with and approved by DFIP. DFIP will decide, based on the risk factors that escorts, AOCs and academic advisors identify, whether to make financial commitments for cadets who anticipate their probations being lifted prior to travel.

8.5.2.2. Escorts complete and submit an acceptance package provided by DFIP, to include the alcohol policy for the trip, a Pre-Trip Program Questionnaire, and an acknowledgement of escort duties. Each escort must develop an alcohol policy specific to their program. IAW AFCWMAN 36-3501, cadets under the age of 21 will not be allowed to consume alcohol at any time. Cadets 21 years of age or older may consume alcohol responsibly and in accordance with the guidelines established by DFIP and the escort officer. The escort officer may institute an alcohol policy more restrictive than the AFCWMAN 36-3501. Escorts must sign a form indicating that they will execute the program in accordance with all guidelines and policies as communicated by DFIP; meet all deadlines; keep their program within the approved budget; submit a final budget and

trip report after completion of the program; and, with cadets, submit the required assessment product associated with the program.

8.5.2.3. Escorts will review and comply with all current requirements in the *Foreign Clearance Guide (FCG)*, <https://www.fcg.pentagon.mil> and all timely updates, including obtaining the required type of passports and visas. For regions where US authorities require Individual Anti-Terrorism Plans (IATPs), escorts will submit these plans. US authorities in various countries can and do change the requirements and the enforcement of the requirements. Deviation from any requirement in the *FCG* requires written approval from the sitting air attaché, defense attaché or higher authority in the US embassy.

8.5.2.4. Budgeting and Accounting. Language executor recommends overall allocation of budget for languages that support more than one location. Escort maintains an updated budget and communicates with the program manager throughout the planning, execution, and follow-up process. Consider airfare, lodging, per diem for meals and incidental expenses, tuition, cost of cultural activities, ground transportation, visa fees, etc. in developing the budget. Make potential cadets aware of financial plans and warn them of anticipated out-of-pocket expenses. Charitable donations must come from personal funds and may not be paid from appropriated program monies. Remain aware of approved budget and expenditures throughout planning and execution. Track payments as they are made, and report those to DFIP as you refine the plan and through the vouchers and reports.

8.5.2.5. Immersion Arrangements. Contract with language school in the region, considering quality of academic instruction, well-managed home stay or other safe living arrangement, cultural excursions, the location of the school in regards to the level of tourism, safety, and cost. Make travel arrangements to and from the foreign destination through the Contract Travel Office (CTO). Initiate group travel arrangements through DTS, as DTS is linked to the CTO. If the travel will require use of a rental car driven by USAFA travelers, book that through the CTO and use a government-issued credit card to make the purchase. CTO may also assist with lodging and air or ground transportation arrangements within the region if the escort requests this assistance. For cultural activities, lodging and transportation within the region, compare programs and prices from two or more sources and choose the best value.

8.5.2.6. Payment to Vendors. Work with DFIP to determine the best method to pay for programs within the region. Payments may be made in advance using the DFIP Corporate Travel Card or by the travelers in-country.

8.5.2.7. Passport and Visa Requirements. Ensure your group obtains the appropriate passport and visas, with DFIP support. If the *Foreign Clearance Guide (FCG)* requires official passports, but the Air Attaché, Defense Attaché, or Chargé d’Affaires at the US Embassy in country specifically allows, in writing or email, travel on tourist passports for a particular trip, then the escort for that specific trip may request DFIP approval to travel on tourist passports. All travelers in an entire group must travel on the same type of passport. In cases where official passports are required, escorts must plan well in advance to meet the necessary lead time.

8.5.2.8. Country Clearance Request. Escorts will submit the Country Clearance request through the Aircraft and Personnel Automated Clearance System (APACS), <https://apacs.dtic.mil/apacs/>, in accordance with the *FCG*, <https://www.fcg.pentagon.mil>.

8.5.2.9. Scheduling Committee Action (SCA). When travel will require cadets to miss class or other required events, escorts will submit an SCA. In these cases, cadets may need to meet a higher GPA requirement, as stipulated by the Vice Dean or Director DFIP.

8.5.2.10. Travel Authorizations (Orders) and pre-travel requirements. Escorts will ensure they and all cadets submit travel authorizations through DTS prior to travel. Escorts must determine, based on budget and program requirements, the appropriate per diem and reimbursements IAW any guidance from DFIP. Escorts must ensure that they and each cadet receive a region-specific medical briefing, all required immunizations, Isolated Personnel Report (ISOPREP) or Civilian Personnel Data Verification (CIVDATVER) and a security briefing from the Office of Special Investigations (OSI).

8.5.2.11. Culture Education. DFIP may select certain programs for participation in culture education. Selected escorts will ensure participation of each cadet in any pre-and/or post-immersion cultural education seminars, and will ensure completion of culture-learning assessment measures, before and after travel, as directed by DFIP. Escort roles in the seminars may take the form of either leadership or participation.

8.5.2.12. Accountability. Escorts will maintain positive control and accountability of their group throughout the duration of the program. Escorts will report to DFIP within 24 hours of arrival in country and also upon return to the US, and will report any significant concerns as identified by the DFIP risk management plan that may arise during program execution. Escorts will ensure that cadets and group members adhere to all standards and rules throughout the duration of travel. Traveling with family members or anyone external to the escort and cadet cohort is discouraged, and any plans to do so must be approved in advance by the Director DFIP.

8.5.2.13. USAFA cadets who successfully complete the program will receive academic credit for FAS 400 or FAS 401. The language executors, appointed by the DFF division chiefs, will consolidate and review Foreign Area Studies (FAS) course credit recommendations from each faculty escort and forward a request to the Advisor in Charge (AIC). The FAS AIC will compile course credit recommendations from each language and forward those to the Registrar for course credit. To earn FAS 400 credit, cadets must successfully complete all requirements specified in the Curriculum Handbook, and, if offered for their program, DFIP's culture education curriculum.

8.5.2.14. Post-Trip Actions. The escort will promptly submit the following final reports and vouchers:

8.5.2.14.1. Travel Vouchers. Escorts will ensure that all travelers promptly submit travel vouchers through DTS.

8.5.2.14.2. After Action Report (AAR). This report highlights recommendations addressing academics, logistics, location, security, vendor(s) used, financial, and suggestions for improvement. Include in the AAR photos with captions, an assessment of the educational program and of accomplishment of the program goals,

statements of cultural learning and the impact of the experience on the cadets, both professionally and personally. Promptly submit the after action report. The AAR will be retained one semester, and may be retained longer if determined useful by the program manager or Director DFIP.

8.5.3. Cadets. Under the direction of their escort officers and DFIP cadets are required to:

8.5.3.1. Meet all minimum requirements and remain in good standing in order to participate. Notify their escort and DFIP if they are placed on probation of any type at any time prior to departure. To miss any scheduled classes, cadets will require an SCA and may have to meet a higher academic standard.

8.5.3.2. Complete all tasks by set deadlines and attend mandatory briefings and appointments. These include training requirements, medical appointments, security and informational briefings, and pre- and /or post-immersion culture education.

8.5.3.3. Obtain necessary travel documents to include passports, visas and travel orders, and Isolated Personnel Report (ISOPREP). Attend scheduled medical and OSI briefings and obtain required immunizations.

8.5.3.4. Culture Education. Cadets on selected programs will participate in pre- and/or post-immersion cultural education seminars, and will complete culture-learning assessment measures, before and after travel, as directed by DFIP.

8.5.3.5. Accountability. Cadets must notify their AY or summer program AOCs of their departure from and return to USAFA at the program beginning and end. This may occur as part of the normally scheduled cadet transition guidelines during the return from various break periods and the transition from one summer training period to another. Before and after the program, cadets report to their AY AOC or training program AOC as appropriate. During the international education program, cadets report to their escort and DFIP. CICs or escorts are to notify DFIP within 24 hours of arrival in country and immediately upon return to USAFA. During travel, cadets will follow all orders, directions and instructions given by the escort.

8.5.3.6. Cadet participants may maintain relaxed grooming standards to include hairstyles that may touch the ears for men, but will be neat in appearance and not faddish. No facial hair will be permitted.

8.5.3.7. Cadets may travel within the country at their own expense on weekends when their presence is not required for academic or other duties. Cadets will observe all force protection measures identified by their escort, e.g. travel in pairs and report back daily. Cadets are expected to remain within the country to which they are sent TDY on official orders and at government expense. In regions where a neighboring country speaks the same language, travel to the neighboring country may be permitted as long as the escort ensures compliance with all stipulations of the *FCG* and also obtains DFIP approval.

8.5.3.8. Post-Trip Actions. Cadets will assist the escort(s) in completing all post-trip actions to include:

8.5.3.8.1. Travel Vouchers. Cadets will promptly submit travel vouchers through DTS.

8.5.3.8.2. Assessment Products. Cadets will provide escorts with all assessment products as requested.

8.5.4. USAFA DFV and USAFA/CWV:

8.5.4.1. Review and approve cadets recommended by DFIP for CSEAP participation.

8.5.5. 10 LGRDDO (Vehicle Operations). For groups of 10 or more, Vehicle Operations will provide transportation to and from local airports for language and cultural travel. All others must arrange cost-effective ground transportation and claim reimbursement on their travel voucher.

8.5.6. 10 MDG/SGPM (Public Health). Public Health will provide regionally specific health briefings to each group; will assist with setting up immunizations; and will assist with ensuring cadets are medically qualified and complete all required medical visits.

8.5.7. Office of Special Investigations (OSI). OSI will provide general security briefings to all travelers, and will provide regionally focused or country specific briefs, as appropriate.

8.5.8. USAFA/CWT. Cadet Wing Training Support will assist in scheduling cadets for summer programs and provide Isolated Personnel Report (ISOPREP) support. DFIP will make every effort to identify cadets selected for summer programs ahead of the CWT deadline for summer requirements. DFIP will coordinate cadet schedules for ISOPREP appointments.

Chapter 9

CADET CULTURE IMMERSION PROGRAM

9.1. Program Overview. The USAFA Cadet Culture Immersion Program provides cadets the opportunity to experience a foreign culture first hand. Escorts and cadets plan and execute programs one to three weeks in duration. Each cultural immersion takes place in one or more foreign countries where English is not the primary or official language. Goals of the program include the following:

9.1.1. To develop cadets' cross-cultural competency by building their understanding of a specific culture and awakening in them a greater connection to the importance of culture general, including ways in which culture can affect military operations across the spectrum.

9.1.2. To foster language skills through this immersion program.

9.1.3. To promote professional development that may serve the United States and our allies in the years to come.

9.1.4. To enhance faculty/staff professional development.

9.2. Accountability. During the execution of international education programs, cadets report to DFIP. If leave is taken before or after an international education program, cadets will report to their AY or summer program AOCs for command and control functions pursuant to leave status. Cadets must report in and out with their AOCs and DFIP prior to and immediately following program execution to ensure proper accountability. All USAFA/DFIP-sponsored programs begin and end at USAFA or a local area airport. Any exceptions must be coordinated by each cadet's AOC and approved by the Director of DFIP or designated representative. For example, when a program starts during a leave period and a cadet has departed USAFA, the cadet must return to USAFA or a local area airport before beginning TDY travel or else secure coordination and approval for an exception. This is also true if a cadet wishes to take leave en route prior to returning to USAFA from a DFIP-sponsored international activity.

9.3. Proposal and Selection Process.

9.3.1. DFIP issues a call for proposals as part of the annual announcement of international programs in the fall semester. All are located on a separate page of the DFIP SharePoint Site.

9.3.1.1. Proposals. Instructions for proposal submission will be provided.

9.3.1.2. The deadline for proposal submission will be included in the announcement.

9.3.1.3. Proposals for travel during spring break or any of the three summer periods will receive top priority. Proposals for travel during winter break may be submitted and will receive secondary consideration.

9.3.2. Proposal Selection Process. The selection process will be completed by DFIP in conjunction with the respective Area Studies Groups.

9.3.2.1. Area Studies Groups will convene boards to evaluate each proposal. Boards are to include a member from DFIP, and will pass their recommendations to the DFIP

program manager. Director DFIP will review recommendations and select programs for final approval.

9.3.2.2. Selection Criteria. Proposals will be reviewed and prioritized for approval based on the criteria below:

9.3.2.2.1. Program educational objective and its contribution to the development of cross-cultural competency. Immersion programs with an academic, thematic approach will result in stronger learning opportunities. The itinerary should support the stated objectives.

9.3.2.2.2. Strategic importance of region to be visited. DFIP ensures that the distribution of immersion programs around the world is balanced with DoD and AF objectives.

9.3.2.2.3. Language component of the proposed program. A language speaking or learning component should be considered during planning actions, as they provide added value. All programs take place in regions where English is not the primary language.

9.3.2.2.4. Overall cost and accuracy of budget. All foreseeable and standard costs should be included in the proposal.

9.3.2.2.5. Past experience/background of proposing escort officer and cadets. Successful past experience with DFIP programs will be considered favorably. However, as faculty development is an objective of the program, escorts without previous DFIP experience will receive fair consideration. In these cases, escorts are encouraged to highlight operational or other leadership experience that might reliably indicate the potential for success.

9.3.2.3. Once proposals are approved and prioritized for funding by Director, DFIP, the annual program will be provided to the IPC.

9.3.2.4. DFIP will notify all escorts of the status of their proposal once the IPC has been notified. DFIP will send a blank acceptance package to those escorts whose proposals are selected. Escorts must submit a completed acceptance package to include the following:

9.3.2.4.1. An assessment plan which indicates the primary objectives of the program, how the itinerary will meet those objectives, and how those objectives will be tracked throughout the program and in the final assessment product to be submitted after completion of the program.

9.3.2.4.2. Alcohol Policy. Each escort must develop an alcohol policy specific to their program. IAW AFCWMAN 36-3501, cadets under the age of 21 will not be allowed to consume alcohol at any time. Cadets 21 years of age or older may consume alcohol responsibly and in accordance with the guidelines established by DFIP and the escort officer. The escort officer may institute an alcohol policy more restrictive than AFCWMAN 36-3501. If deemed appropriate, DFIP may submit a package to DF and CW requesting permission for alcohol consumption by cadets while on an SCA.

9.3.2.4.3. Cadet Selection. The Acceptance Plan must indicate how the escort will select cadets for the program in a manner that supports the immersion objectives. Cadets must be in good standing, with a minimum GPA of 2.2, to participate. If the travel dates require cadets to miss class, then a higher academic standard may be established. Escorts may submit waivers for cadet eligibility to DFIP through the program manager. The Vice Dean may approve waivers for cadet eligibility on an exceptional basis. The Vice Dean may delegate this authority to the Director, DFIP. Cadets who have not previously traveled with DFIP will receive higher consideration than their peers who have already benefitted from DFIP travel. DFIP must approve cadet selection, and reserves the right to adjust cadet rosters for each program in order to offer opportunities across the Cadet Wing. Cadets may participate in Cultural Immersion programs no earlier than the beginning of their 3rd class summer programs/end of 4th class academic year, unless specifically excepted by director, DFIP. Although cadets may help develop cultural immersion proposals, this program is NOT intended to provide funding for travel by groups of cadet friends. Escorts and DFIP are solely responsible for composing each group of cadet travelers.

9.3.2.4.4. Acceptance Package, Acknowledging Responsibilities. Escorts must sign a checklist indicating that they will execute the program in accordance with all guidelines and policies as communicated by DFIP; meet all deadlines; keep their program within the approved budget; submit a final budget and trip report after completion of the program; and, with cadets, submit the required assessment product associated with the program.

9.4. Responsibilities.

9.4.1. **DFIP.** The Office of International Programs manages and administers the program in coordination with SAF/IA guidance and provides specific administrative and informational support to include the following:

9.4.1.1. Announcement. Publicize the program and call for proposals.

9.4.1.2. Selection. Establish proposal selection criteria and manage proposal review process; coordinate with IPC for final selection of proposals; and inform escorts of selection or non-selection and approved budget for each specific program. Review, modify as necessary, and approve escorts' rosters of cadet travelers, based on the approved criteria.

9.4.1.3. Budget and Accounting for the program. Program manager will coordinate with resource manager to develop a spend plan and track expenses, gather and validate budget and accounting information.

9.4.1.4. Escort Support. Provide to escorts all pertinent information required to execute program to include checklists and informational briefings.

9.4.1.5. Official Passports. Assist with the application process for official passports as required. For travel requiring tourist passports, individual travelers must obtain and pay for these personal identification documents.

9.4.1.6. Visa Support. Assist escorts with application and payment for visas when required. Visa fees, only required for visas in tourist passports, should be included in budget estimate if necessary.

9.4.1.7. Payment. In accordance with established guidelines and policies, use the Corporate Travel Card to pay for appropriate program elements in advance. Payment is made based on complete information provided by the escort officer.

9.4.1.8. Country Clearance Request. Advise escorts in submission of country clearance requests. These requests must be submitted by escorts in accordance with the *FCG*, typically no later than 30 days prior to travel.

9.4.1.9. Public Health and Immunizations. Coordinate with Public Health and escorts to set up mandatory briefings concerning regional health concerns. Immunizations, laboratory work, medical appointments, etc. may be arranged during mandatory pre-deployment style processing lines, or individually by the escort and cadet team, as directed by the program manager. Scheduling committee action (SCA) may be required to allow cadets to fulfill medical requirements, and should be arranged by the program manager, or by the escort, depending on who is making arrangements with the base Medical Group

9.4.1.10. Security. Coordinate with the local OSI detachment and escorts to set up mandatory security briefings. Establish risk management plans and communicate these to escorts and cadets. Risk management plans will include force protection recommendations and the requirement to confirm safe arrival and return, as well as to report the following concerns as soon as it is safe to do so: death or serious injury, minor injury or illness requiring medical attention, a missing cadet, involvement of foreign authorities such as the detention of a cadet, and any significant discipline issues. These instructions must be provided to every escort prior to departure, and every escort and cadet will be furnished a card with contact info for DFIP and the cadet command post. The cards will include email addresses and one or more telephone numbers for text or voice that will be monitored 24-hours/day.

9.4.1.11. ISOPREP. Coordinate with the Cadet Wing security manager to arrange Isolated Personnel Report Card (ISOPREP) submission appointments and with the Photo Lab to allow travelers to obtain ISOPREP photos. Provide an electronic copy of all photos to the Cadet Wing security manager. All military travelers, to include cadets, must submit an ISOPREP, regardless of their travel destination. Civilian escorts must complete the unclassified civilian equivalent, the Civilian Personnel Data Verification (CIVDATVER).

9.4.1.12. Airport Transportation. Coordinate ground transportation to and from local airports in Colorado Springs and Denver for groups of sufficient size. Individuals and small groups may, on a case by case basis, be reimbursed for airport shuttles or mileage parking expenses for a minimum number of vehicles.

9.4.1.13. Communications. Provide all necessary information to the respective agencies and departments to include DF, CW, 10 MDG, etc. DFIP will submit a package to DF and CW requesting permission for alcohol consumption by cadets if traveling on an SCA,

within the limits prescribed by AFCWMAN 36-3501, if deemed appropriate by the Director.

9.4.1.14. Program Reports. Compile all assessment, trip and budget reports received from escorts and cadets. All reports and assessments will be made available for analysis by DFIP, Area Studies Groups and prospective escorts, for the improvement of future programs.

9.4.2. **Escort Officers.** The escort officer has oversight of the planning and execution of their particular program based on the approved proposal and authorized budget. Any significant changes to the program, budget, or cadet team composition must be coordinated with DFIP in a timely manner. Escorts will ensure their group meets all deadlines and attends all mandatory functions related to their program. Responsibilities include:

9.4.2.1. Complete and submit an acceptance package.

9.4.2.2. Cadet Selection. Identify cadets, in coordination with AOCs and academic advisors, based on the criteria established in the call for proposals, in specific proposal and in the acceptance package. Cadets should be identified in coordination with Area Studies Groups, whenever possible. Final selection of cadets will be coordinated with and approved by DFIP. Cadets must be in good standing to participate. Require cadets to notify you and notify DFIP if they are placed on probation of any kind. DFIP will decide, based on the risk factors escorts, AOCs and academic advisors identify, whether to make financial commitments for cadets who anticipate their probations being lifted prior to travel.

9.4.2.3. Review and comply with all current requirements in the *Foreign Clearance Guide (FCG)*, <https://www.fcg.pentagon.mil>, and all timely updates, including obtaining the required type of passports and visas. Relying on experience from a previous year is not sufficient. US authorities in various countries can and do change the requirements and the enforcement of the requirements. Deviation from any requirement in the *FCG* requires written approval from the sitting Air attaché, Defense Attaché or higher authority in the US embassy.

9.4.2.4. Budgeting and Accounting. Maintain an updated budget throughout the planning and execution process. Consider airfare, lodging, per diem for meals and incidental expenses, cost of cultural activities, visa fees, etc. in developing the proposal. Proportional per diem may be authorized, as opposed to full per diem, as a cost saving measure. Make potential cadets aware of financial plans and warn them of anticipated out of pocket expenses. Any charitable donations must come from personal funds and not appropriated program monies. Remain aware of approved budget and expenditures throughout planning and execution. Track payments as they are made, and report those to DFIP as you refine the plan and through the vouchers and reports.

9.4.2.5. Travel Arrangements. Arrange to purchase airline or other transportation tickets, lodging reservations, and plan the immersion activities. Make travel arrangements to and from the foreign destination through the Contract Travel Office (CTO). Initiate group travel arrangements through DTS, as DTS is linked to the CTO. If the travel will require use of a rental car driven by USAFA travelers, book that through the CTO and use a government-issued credit card to make the purchase. CTO may also assist with lodging

and air or ground transportation arrangements within the region if the escort requests this assistance. For cultural activities, lodging and transportation within the region, compare programs and prices from two or more sources and choose the best value.

9.4.2.6. Payment to Vendors. Work with DFIP to determine the best method to pay for programs. Payments may be made in advance using the DFIP Corporate Travel Card or by the travelers in-country.

9.4.2.7. Passport and Visa Requirements. Ensure your group obtains the appropriate passport and visas, with DFIP support. If the *Foreign Clearance Guide (FCG)*, <https://www.fcg.pentagon.mil>, requires official passports, but the Air Attaché, Defense Attaché, or Chargé d’Affaires at the US Embassy in country specifically allows, in writing (or email), travel on tourist passports for a particular trip, then the escort for that specific trip may request DFIP approval to travel on tourist passports. All travelers in an entire group must travel on the same type of passport. In cases where official passports are required, escorts must plan well in advance to meet the necessary lead time.

9.4.2.8. Country Clearance Request. Escorts will submit the Country Clearance request through the Aircraft and Personnel Automated Clearance System (APACS), <https://apacs.dtic.mil/apacs/>, in accordance with the *FCG*, <https://www.fcg.pentagon.mil>.

9.4.2.9. Scheduling Committee Action (SCA). When travel or pre-travel obligations will require cadets to miss class or other required events, escorts will submit an SCA. In these cases, cadets may need to meet a higher GPA requirement than the minimum. Escorts will seek guidance from the program manager, as appropriate.

9.4.2.10. Travel Authorizations (Orders) and pre-travel requirements. Escorts will ensure they and all cadets submit travel authorizations through DTS prior to travel. Escorts must determine, based on budget and program requirements, the appropriate per diem and reimbursements. Escorts must ensure that they and each cadet receive a region-specific medical briefing, all required immunizations, Isolated Personnel Report (ISOPREP) or Civilian Personnel Data Verification (CIVDATVER) and a security briefing from the Office of Special Investigations (OSI), and satisfy other requirements as identified by DFIP. Program manager advises escorts with these tasks.

9.4.2.11. Culture Education. Selected escorts will ensure participation of each cadet in any pre- and post-immersion cultural education seminars, and will ensure completion of culture-learning assessment measures, before and after travel, as directed by DFIP. Escort roles in the seminars may take the form of either leadership or participation.

9.4.2.12. Accountability. Escorts will maintain positive control and accountability of their group throughout the duration of the program. Escorts will report to DFIP within 24 hours of arrival in country and also upon return to the US, and will report any significant concerns as identified by the DFIP risk management plan that may arise during program execution. Escorts will ensure that cadets and group members adhere to all standards and rules throughout the duration of travel. Traveling with family members or anyone external to the escort and cadet cohort is discouraged, and any plans to do so must be approved in advance by the Director DFIP.

9.4.2.13. Post-Trip Actions. The escort will coordinate or submit the following vouchers and final report:

9.4.2.13.1. Travel Vouchers. Escorts will ensure that all travelers promptly submit travel vouchers through DTS.

9.4.2.13.2. After Action Report (AAR). This report highlights recommendations addressing academics, logistics, location, security, vendor(s) used, financial, and suggestions for improvement. Include in the AAR photos with captions, an assessment of the educational program and of accomplishment of the program goals, statements of cultural learning and the impact of the experience on the cadets, both professionally and personally. Promptly submit the after action report. The AAR will be retained one semester, and may be retained longer if determined useful by the program manager or Director DFIP.

9.4.3. **Cadets.** Under the direction of their escort officer and DFIP cadets are required to:

9.4.3.1. Meet all minimum requirements and remain in good standing in order to participate. Notify their escort and DFIP if they are placed on probation of any type at any time prior to departure. To miss any scheduled classes, cadets will require an SCA and may have to meet a higher academic standard.

9.4.3.2. Complete all tasks by set deadlines and attend mandatory briefings and appointments. These may include training requirements, medical appointments, security and informational briefings, and culture education.

9.4.3.3. Obtain necessary travel documents to include passports, visas and travel orders, and ISOPREP. Attend scheduled medical and OSI briefings and obtain required immunizations.

9.4.3.4. Culture Education. Cadets on selected programs will participate in pre- and/or post-immersion cultural education seminars, and will complete culture learning assessment measures, before and after travel, as directed by DFIP.

9.4.3.5. Accountability. Cadets must notify their AY or summer program AOCs of their departure from and return to USAFA at the program beginning and end. This may occur as part of the normally scheduled cadet transition guidelines during the return from various break periods and the transition from one summer training period to another. Before and after the program, cadets report to their AY AOC or training program AOC as appropriate. During the international education program, cadets report to their escort and DFIP. CICs or escorts are to notify DFIP within 24 hours of arrival in country and immediately upon return to USAFA. During travel, cadets will follow all orders, directions and instructions given by the escort.

9.4.3.6. Cadet participants will maintain relaxed grooming standards to include hairstyles that may touch the ears for men, but will be neat in appearance and not faddish. No facial hair will be permitted.

9.4.3.7. Post-Trip Actions. Cadets will assist the escort(s) in completing all post-trip actions to include:

9.4.3.7.1. Travel Vouchers. Cadets will promptly submit travel vouchers through DTS.

9.4.3.7.2. **Assessment.** As directed, cadets will provide escorts with cultural learning reflections and assessments, lessons learned to improve future immersion opportunities, and any other assessment products.

9.4.4. Area Studies Groups (ASG). Regional Area Studies Groups will assist with the Culture and Language Immersion Program as follows:

9.4.4.1. **Proposal Submission.** Each ASG is encouraged to coordinate proposals for their area of expertise and linked to the strategic goals stated by the relevant Combatant Command. ASGs are encouraged to work closely with COCOM and US Embassy/DAO contacts to propose programs in line with such goals.

9.4.4.2. **Proposal Review.** Members of the ASGs will sit on review and selection boards for proposals. To avoid conflict of interest, members who have submitted proposals should not evaluate proposals, or at least should recuse themselves from evaluating their own. Recommendations from ASGs should consider the selection criteria detailed above and include rank-ordered proposals to the region and justification for this ranking.

9.4.4.3. **Area Expertise.** ASGs will provide area expertise to DFIP and escorts as needed. ASG members will support culture education relating to their region of specialty.

9.4.4.4. **Cadet Selection.** ASGs will help identify and recommend to DFIP cadets qualified to participate in specific programs related to their area.

9.4.5. 10 LGRDDO (Vehicle Operations). For groups of 10 or more, Vehicle Operations will provide transportation to and from local airports for language and culture travel. All others must arrange cost-effective ground transportation and claim reimbursement on their travel voucher.

9.4.6. 10 MDG/SGPM (Public Health). Public Health will provide area regionally specific health briefings to each group; will assist with setting up immunizations; and will assist with ensuring cadets are medically qualified and complete all required medical visits.

9.4.7. Office of Special Investigations (OSI). OSI will provide general security briefings to all travelers, and will provide regionally focused or country specific briefs as appropriate.

9.4.8. USAFA/CWT. Cadet Wing Training Support will assist in scheduling cadets for summer programs and provide Isolated Personnel Report (ISOPREP) support. DFIP will make every effort to identify cadets selected for summer programs ahead of the CWT deadline for summer requirements. DFIP will coordinate cadet schedules for ISOPREP appointments.

Chapter 10

INTERNATIONAL WEEK AND RECIPROCAL

10.1. Program Overview. USAFA hosts the visits of international cadets and officers during International Week and Colombia Week events, typically held each October and April. For International Week each foreign delegation consists of four cadets and one escort officer. For Colombian Week, the Colombian Air Force Academy traditionally sends its graduating class on a trip to the United States each year. Foreign Academy Visits are reciprocal programs that promote bonds of understanding between forces. These visits are coordinated through the Defense Attaché Office. Delegations of cadets and escorts that participate in this program are the primary host during the reciprocal visit during fall/spring International Weeks. The purposes of the visits, for both USAFA and foreign academies, are:

10.1.1. To develop cadets' understanding of specific cultures and to awaken in them a greater connection to the importance of culture general, including ways in which culture can affect military operations across the spectrum.

10.1.2. To promote professional relationships that may serve the United States and our allies in the years to come.

10.1.3. To foster language skills through this reciprocal immersion program.

10.1.4. To enhance faculty/staff professional development.

10.2. Accountability. During the execution of foreign academy visit programs, cadets report to DFIP. If leave is taken before or after an international education program, cadets will report to their AY or summer program AOCs for command and control functions pursuant to leave status. Cadets must report in and out with their AOCs and DFIP prior to and immediately following program execution to ensure proper accountability. All USAFA/DFIP-sponsored programs begin and end at USAFA or a local area airport. Any exceptions must be coordinated by each cadet's AOC and approved by the Director of DFIP or designated representative. For example, when a program starts during a leave period and a cadet has departed USAFA, the cadet must return to USAFA or a local area airport before beginning TDY travel or else secure coordination and approval for an exception. This is also true if a cadet wishes to take leave en route prior to returning to USAFA from a DFIP-sponsored international activity.

10.3. Application Processes:

10.3.1. Cadet Applications. Cadets submit DFIP's On-line Application to Participate in the Cadet Foreign Academy Reciprocal Visits Program. In the fall semester, DFIP will send cadets an e-mail that will include a link to the on-line application. Cadets will secure the endorsement of their AOC to participate.

10.3.1.1. Cadets must be in good standing in order to participate and have earned both a GPA and MPA of at least 2.2. Program manager may apply a higher standard, especially for MPA, as the selected cadets will represent USAFA in a military-to-military contact. If the travel dates require cadets to miss class, then a higher academic standard than the minimum may be established. If cadets do not meet these standards, escorts may submit waiver requests for cadet eligibility to DFIP through the program manager. The Vice Dean may approve waivers for cadet eligibility in coordination with DFIP and the cadet's

AOC and academic advisor, on an exceptional basis. The Vice Dean may delegate this authority to the Director, DFIP. Cadets who have not previously traveled with DFIP will receive favorable consideration. DFIP establishes or approves cadet rosters, and reserves the right to adjust cadet rosters for each program in order to offer opportunities across the Cadet Wing. Fourth-class cadets may not participate in the program. Rising 3-degrees may be considered for summer travel.

10.3.1.2. All cadets except four-degrees, regardless of academic major or minor, are encouraged to apply.

10.3.1.3. As a general rule, cadets may participate in only one Foreign Academy Reciprocal Visit during their four years at USAFA.

10.3.2. Officer Escort Application Process:

10.3.2.1. Interested faculty and staff members complete DFIP's application to become escorts in the Cadet Foreign Academy Reciprocal Visits Program. In the fall semester, Academy personnel will receive an e-mail that contains a link to the application. Prospective escorts must secure the endorsement of their department head, group commander or agency head. Application to participate is indication of this endorsement.

10.3.2.2. All USAFA faculty and staff are encouraged to apply. Priority of selection of escort officers for foreign academy visits will go to AOCs, faculty and staff members with a demonstrated specialty or interest in the region and who can maximize the benefits of the experience for the cadets. To escort foreign academy visits, priority will be given to uniformed military officers.

10.3.2.3. Escort officers must be willing to support DFIP-sponsored events such as International Week or Colombia Week depending on availability and should review host officer responsibilities in section 10.6. before applying or accepting responsibility for escorting a program to a foreign academy.

10.4. Selection Process:

10.4.1. In the fall semester, DFIP publicizes the opportunity for cadets and officers to represent USAFA on foreign academy visits and invites prospective cadets and escorts to apply.

10.4.2. Interested cadets and officers submit applications for participation to USAFA/DFIP, in coordination with AOCs and academic advisors or department heads (or equivalent) for permanent party member escorts. The due date will be identified in the announcement. Cadets must be in good standing to participate, and are required to notify their escort and DFIP if they are placed on probation of any kind. DFIP will decide, based on the risk factors escorts, AOCs and academic advisors identify, whether to make financial commitments for cadets who anticipate their probations being lifted prior to travel.

10.4.3. During the fall semester, the USAFA/DFIP program manager for Foreign Academy Visits identifies primary and alternate cadet and officer escort candidates for each foreign academy visit.

10.4.4. Before the end of the fall semester, pending DFV and CWV approval, USAFA/DFIP notifies all applicants of their selection or non-selection.

10.4.5. Between the time of selection notification and international travel, USAFA/DFIP will provide cadet and escort officer selectees (primaries and alternates) a checklist, to include the alcohol policy, an outline of responsibilities, and a list of mandatory pre- and post-trip required actions. These actions should include requirements for passports, photos, biographies, health/immunizations, threat briefings, country clearance, individual anti-terrorism plans (if applicable), travel arrangements (air and ground), travel orders, standards of conduct, uniforms & clothing requirements, gifts, after-action reports, vouchers, reciprocal visit hosting obligations, and other requirements.

10.5. Responsibilities for Sending USAFA Delegations to Foreign Service Academies:

10.5.1. **DFIP.** The Office of International Programs manages and administers the FAV program and provides specific administrative and informational support to include the following:

10.5.1.1. Announcement. Publicize the program.

10.5.1.2. Budget and Accounting for the program. Program manager will coordinate with resource manager to develop a spend plan and track expenses, gather and validate budget and accounting information, and will provide this budget information to the escort who will track all expenses.

10.5.1.3. Official passports. Assist with the application process for official passports as required. For travel requiring tourist passports, individual travelers must obtain and pay for these personal identification documents.

10.5.1.4. Visa Support. Assist escorts with application and payment for visas when required.

10.5.1.5. Payment. In accordance with established guidelines and policies, use the Corporate Travel Card to pay for appropriate program elements in advance. Payment is made based on complete information provided by the escort officer.

10.5.1.6. Country Clearance Request. Escorts will submit the Country Clearance request through the Aircraft and Personnel Automated Clearance System (APACS), <https://apacs.dtic.mil/apacs/>, in accordance with the *FCG*, <https://www.fcg.pentagon.mil>.

10.5.1.7. Public Health and Immunizations. Coordinate with Public Health and escorts to set up mandatory briefings concerning regional health concerns. Immunizations may be arranged during mandatory pre-deployment style processing lines, or individually by the escort and cadet team.

10.5.1.8. Security. Coordinate with the local OSI detachment and escorts to set up mandatory security briefings. Establish risk management plans and communicate these to escorts and cadets. Risk management plans will include force protection recommendations and the requirement to confirm safe arrival and return, as well as to report the following concerns as soon as it is safe to do so: death or serious injury, minor injury or illness requiring medical attention, a missing cadet, involvement of foreign authorities such as the detention of a cadet, and any significant disciplinary issues. These instructions must be provided to every escort prior to departure, and every escort and cadet will be furnished a card with contact info for DFIP and the cadet command post.

The cards will include email addresses and one or more telephone numbers for text or voice that will be monitored 24-hours/day.

10.5.1.9. ISOPREP. Coordinate with the Cadet Wing security manager to arrange Isolated Personnel Report Card (ISOPREP) submission appointments and with the Photo Lab to allow travelers to obtain ISOPREP photos. Provide an electronic copy of all photos to the Cadet Wing security manager. All military travelers, to include cadets, must submit an ISOPREP, regardless of their travel destination. Civilian escorts must complete the unclassified civilian equivalent, the Civilian Personnel Data Verification (CIVDATVER).

10.5.1.10. Airport Transportation. Coordinate ground transportation to and from local airports in Colorado Springs and Denver for groups of sufficient size. Individuals and small groups may, on a case by case basis, be reimbursed for airport shuttles or mileage parking expenses for a minimum number of vehicles.

10.5.1.11. Communications. Provide all necessary information to the respective agencies and departments as warranted.

10.5.1.12. If deemed appropriate by the Director, DFIP will submit a package to DF and CW requesting permission for alcohol consumption by cadets if traveling on an SCA, within the limits prescribed by AFCWMAN 36-3501.

10.5.1.13. Program Reports. Escort officer will compile all assessment reports and present them to DFIP. These will be maintained for one semester or longer if deemed appropriate and relevant by the program manager or Director.

10.5.2. **Escort Officers.** The escort officer has oversight of the execution of their program. Escorts are ultimately responsible to ensure their group meets all deadlines and attends all mandatory functions related to their program. Responsibilities include:

10.5.2.1. Complete and submit a checklist provided by DFIP, to include the alcohol policy for the trip, and an acceptance of escort duties. Each escort develops an alcohol policy specific to their program. IAW AFCWMAN 36-3501, cadets under the age of 21 may not consume alcohol at any time. Cadets 21 years of age or older may consume alcohol responsibly and in accordance with the guidelines established by DFIP and the escort officer. The escort officer may institute an alcohol policy more restrictive than AFCWMAN 36-3501. Escorts must sign a form indicating that they will execute the program in accordance with all guidelines and policies as communicated by DFIP; submit a final trip report after completion of the program; and, with cadets, submit any required cultural learning assessment products associated with the program.

10.5.2.2. Review and comply with all current requirements in the *Foreign Clearance Guide (FCG)*, <https://www.fcg.pentagon.mil>, and all timely updates, including obtaining the required type of passports and visas. Relying on experience from a previous year is not sufficient. US authorities in various countries can and do change the requirements and the enforcement of the requirements. Deviation from any requirement in the *FCG* requires written approval from the sitting air attaché, defense attaché or higher authority in the US embassy.

10.5.2.3. Budgeting and Accounting. Work with DFIP to maintain an updated spending plan throughout the execution process. Make potential cadets aware of financial plans and warn them of anticipated out of pocket expenses. Any charitable donations must come from personal funds and not appropriated program monies. Track payments as they are made, and report those to DFIP during execution, as well as through the travel vouchers.

10.5.2.4. Travel/Lodging Arrangements. Work with DFIP to arrange the purchase of airline or other transportation tickets, lodging reservations, and plan the international education activities. Make travel arrangements to and from the foreign destination through the Contract Travel Office (CTO). Initiate group travel arrangements through DTS, as DTS is linked to the CTO. CTO may also assist with lodging and air or ground transportation arrangements within the region if the escort requests this assistance. In cases where travel dates extend beyond the dates for which the host academy will host the USAFA delegation, escort will arrange for lodging, cultural activities, and transportation, compare programs and prices from two or more sources and choose the best value. If the travel will require use of a rental car driven by USAFA travelers, book that through the CTO and use a government-issued credit card to make the purchase.

10.5.2.5. Payment to Vendors. Work with DFIP to determine the best method to pay for programs. Payments may be made in advance using the DFIP Corporate Travel Card or by the travelers in-country.

10.5.2.6. Passport and Visa Requirements. Ensure your group obtains the appropriate passport and visas, with DFIP support. If the *Foreign Clearance Guide (FCG)*, <https://www.fcg.pentagon.mil>, requires official passports, but the Air Attaché, Defense Attaché, or Chargé d’Affaires at the US Embassy in country specifically allows, in writing (or email), travel on tourist passports for a particular trip, then the escort for that specific trip may request DFIP approval to travel on tourist passports. All travelers in an entire group must travel on the same type of passport. In cases where official passports are required, escorts must plan well in advance to meet the necessary lead time.

10.5.2.7. Country Clearance Request. Escorts will submit the Country Clearance request through the Aircraft and Personnel Automated Clearance System (APACS).

10.5.2.8. Scheduling Committee Action (SCA). When travel dates require cadets to miss class or other required events, escorts will submit an SCA. In these cases, cadets may need to meet a higher GPA requirement as noted by DFV and/or the Director.

10.5.2.9. Travel Authorizations (Orders) and pre-travel requirements. Escorts will ensure they and all cadets submit travel authorizations through DTS prior to travel. Escorts must ensure that they and each cadet receive a region-specific medical briefing as determined appropriate by 10 MDG, all required immunizations, ISOPREP or CIVDATVER and a security briefing from the Office of Special Investigations (OSI).

10.5.2.10. Culture Education. As directed by DFIP, escorts will ensure participation of each cadet in any pre- and post-immersion cultural education seminars related to their program, and will ensure completion of any assigned culture-learning assessment measures, before and after travel,. Escort roles in the seminars may take the form of either leadership or participation.

10.5.2.11. Accountability. Escorts will maintain positive control and accountability of their group throughout the duration of the program. Escorts will report to DFIP within 24 hours of arrival in country and also upon return to the US, and will report any significant concerns as identified by the DFIP risk management plan that may arise during program execution. Escorts will ensure that cadets and group members adhere to all standards and rules throughout the duration of travel. Traveling with family members or anyone external to the escort and cadet cohort is discouraged, and any plans to do so must be approved in advance by the Director DFIP.

10.5.2.12. Post-Trip Actions. The escort will submit the following final report and vouchers immediately following travel:

10.5.2.12.1. Travel Vouchers. Escorts will ensure that all travelers promptly submit travel vouchers through DTS.

10.5.2.12.2. After Action Report (AAR). This report highlights recommendations addressing academics, logistics, location, security, vendor(s) used, financial, and suggestions for improvement. Include in the AAR photos with captions, an assessment of the educational program and of accomplishment of the program goals, statements of cultural learning and the impact of the experience on the cadets, both professionally and personally. Promptly submit the after action report. The AAR will be retained one semester, and may be retained longer if determined useful by the program manager or Director DFIP.

10.5.3. **Cadets.** Under the direction of their escort officers and DFIP cadets are required to:

10.5.3.1. Meet all minimum requirements and remain in good standing in order to participate. Notify their escort and DFIP if they are placed on probation of any type at any time prior to departure. To miss any scheduled classes, cadets will require SCA and may have to meet a higher academic standard.

10.5.3.2. Complete all tasks by set deadlines and attend mandatory briefings and appointments. These include training requirements, medical appointments, security and informational briefings, and culture education.

10.5.3.3. Obtain necessary travel documents to include passports, visas and travel orders, and ISOPREP. Attend scheduled medical and OSI briefings and obtain required immunizations.

10.5.3.4. Culture Education. As directed by DFIP, cadets on selected programs will participate in pre- and post-immersion cultural education seminars, and will complete cultural competence assessment measures, before and after travel.

10.5.3.5. Accountability. Cadets must notify their AY or summer program AOCs of their departure from and return to USAFA at the program beginning and end. This may occur as part of the normally scheduled cadet transition guidelines during the return from various break periods and the transition from one summer training period to another. Before and after the program, cadets report to their AY AOC or training program AOC as appropriate. During the international education program, cadets report to their escort and DFIP. CICs or escorts are to notify DFIP within 24 hours of arrival in country and

immediately upon return to USAFA. During travel, cadets will follow all orders, directions and instructions given by the escort.

10.5.3.6. During the foreign academy visit, participants will maintain USAFA standards for grooming, appearance, and behavior to include prescribed wear and maintenance of the appropriate uniform(s).

10.5.3.7. Post-Trip Actions. Cadets will assist the escort(s) in completing all post-trip actions to include the following:

10.5.3.7.1. Travel Vouchers. Cadets will promptly submit travel vouchers through DTS.

10.5.3.7.2. Assessment. Cadets will provide escorts with cultural learning reflection opportunities and assessments, lessons learned to improve future immersion opportunities, and any other assessment products as directed by DFIP.

10.5.4. **10 LGRDDO (Vehicle Operations).** For groups of 10 or more, Vehicle Operations will provide transportation to and from local airports for language and culture travel. All others must arrange cost-effective ground transportation and claim reimbursement on their travel voucher.

10.5.5. **10 MDG/SGPM (Public Health).** Public Health will provide regionally specific health briefings to each group as deemed appropriate; will assist with setting up immunizations; and will assist with ensuring cadets are medically qualified and complete all required medical visits.

10.5.6. **Office of Special Investigations (OSI).** OSI will provide general security briefings to all travelers, and will provide regionally focused or country specific briefs as appropriate.

10.5.7. **USAFA/CWT.** Cadet Wing Training Support will assist in scheduling cadets for summer programs and provide ISOPREP support. DFIP will make every effort to identify cadets selected for summer programs ahead of the CWT deadline for summer requirements. DFIP will coordinate cadet schedules for ISOPREP appointments.

10.6. Responsibilities for Hosting Foreign Academy Visits to USAFA (usually during International Week and Colombia Week):

10.6.1. USAFA/DFIP:

10.6.1.1. USAFA/DFIP, on behalf of the Dean of Faculty, is the sole OPR for such events.

10.6.1.2. Prepares schedules, agendas, and itineraries in coordination with USAFA supporting agencies and mission elements for the exchange visits.

10.6.1.3. Coordinates the visits with SAF/IA and USDAOs as necessary and appropriate.

10.6.1.4. Programs and manages O&M, supporting agency, and endowed funding for the visits.

10.6.1.5. Selects host officers from the faculty and staff to assist with the visit.

10.6.1.6. Selects, in coordination with academic departments, and USAFA/CW, host cadets to assist with the visit.

10.6.1.7. Notifies the Commander's Action Group (HQ USAFA/CCX) of visits for *Master Schedule of Events* planning.

10.6.1.8. Arranges all ground transportation with Vehicle Operations' motor pool (10 LRS/LGRDDO) for foreign delegations while visiting USAFA and vicinity.

10.6.1.9. Coordinates all USAFA flag-officer participation with HQ USAFA/CCP, HQ USAFA/CCE, USAFA/CCE, and HQ USAFA/DFXO as appropriate.

10.6.1.10. Arranges billeting and messing for the visitors with 10 ABW, Lodging and Officers Club or off-base merchants, and USAFA/CW.

10.6.1.11. Designates, with HQ USAFA/FM coordination, Paying Agents for visit financial reimbursements.

10.6.1.12. Requests and manages HQ USAFA/CC Official Representational Funds (ORF) for HQ USAFA/CC-hosted functions and for institutional gifts for the visitors.

10.6.2. **ASG members** may assist DFIP and host officers by escorting, briefing, and welcoming visitors.

10.6.3. **Host Officers.** One or two USAFA officers will be designated as the host(s) for each foreign delegation. If more than one is assigned, one officer will have the lead. Whenever possible, the USAFA escort officer who leads cadets to a foreign academy should extend this hospitality when that foreign delegation visits USAFA:

10.6.3.1. USAFA escort officers who have led or will lead USAFA's reciprocal exchange visits to the foreign academies are expected to act as leading host officers.

10.6.3.2. Serve as lead escorts during the week-long visit; manage the execution of visit itineraries; and organize weekend and evening events for the visitors. Attend the international week reception.

10.6.3.3. Work with USAFA/DFIP in executing the visit.

10.6.4. **Host Cadets:**

10.6.4.1. USAFA cadets who have participated in, or will participate in, USAFA's reciprocal exchange visits to the foreign academies, are expected to help host the foreign academy delegation's visit at USAFA.

10.6.4.2. Host visiting cadets in USAFA dormitory rooms. Arrange to have cots and bedding in place in their dorm room before the arrival of guests.

10.6.4.3. Assist with escort and social duties. Attend International Week reception with their cadet, if possible. Arrange weekend and evening activities with the visitors. Help visiting cadets understand American and US Air Force culture.

10.6.5. **USAFA/AD:**

10.6.5.1. Through USAFA/ADE, arranges tours of athletic facilities for the visitors.

10.6.5.2. Through USAFA/ADP, arranges intramural sport participation for the visitors, upon request.

10.6.5.3. Grants foreign cadet visitors free admission to athletic events scheduled during their visit to USAFA.

10.6.6. **USAFA/CW**, through coordination with USAFA/DFIP, arranges foreign cadet billeting in the dormitories. As this program is reciprocal, the foreign service academies provide support to USAFA cadets while they are TDY, so providing laundry or other support for our visitors simply makes up for the services that USAFA cadets did not require.

10.6.7. **10th Force Support Squadron Cadet Food Services (10 FSS/FSLF)** provides meals in Mitchell Hall to foreign cadet visitors in the same manner as provided to USAFA cadets. As this program is reciprocal, the foreign service academies provide support to USAFA cadets while they are TDY, so providing meals for our visitors simply makes up for the meals that USAFA cadets were not consuming here.

10.6.8. **10 ABW** provides ground transportation for visiting foreign academy delegations, as requested by DFIP. Regarding transportation to and from Colorado Springs or Denver airports for groups of 10 or more, Vehicle Operations will provide transportation. All others must arrange other modes of conveyance and claim reimbursement on their travel voucher.

10.6.9. **Operations Officer, Flying Training Group (306 FTG)**, after USAFA/DFIP coordination, arranges tours and/or soaring flights for visiting foreign academy delegations, when possible.

10.6.9.1. **Operations and Scheduling**, after USAFA/DFIP coordination, arranges familiarization flights for visiting foreign academy delegations, when possible.

10.6.10. 10th Medical Group (10 MDG):

10.6.10.1. Provides medical care for foreign academy delegations while at USAFA. Reimbursement to USGOV, if merited, is in accordance with AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services Systems (MHSS)*, DoD Reciprocal Health Care Agreement for Active Duty Foreign Force Members, and AFH 41-114, *Military Health Services System (MHSS) Matrix*.

10.6.10.2. Coordinates medical treatment with civilian or military medical facilities for emergency treatment of members of foreign academy delegations who are away from USAFA during their visit. Reimbursements are in accordance with AFI 41-115, AFH 41-114, *Military Health Services System (MHSS) Matrix*, and DoD Reciprocal Health Care Agreement for Active Duty Foreign Force Members. Unless Memoranda of Understanding (MOU) with the visiting country specify otherwise, USAFA will provide outpatient care for visitors. In-patient or off-base care bills are at the expense of the visiting country's government.

Chapter 11

ACADEMY STAFF FOREIGN MILITARY INTERACTION PROGRAMS

11.1. Program Overview: As a premier undergraduate academic institution and officer training program, USAFA represents an emulative model for foreign militaries. As a result, USAFA's faculty and staff agencies are called upon to assist and advise on the establishment or modernization of foreign defense academies. Of particular interest to foreign military educators and administrators is our curriculum's composition and its integration, character and honor education, research-oriented education and laboratories, course development in the area of civil-military relations, balancing academic education with military, athletic, and flying training, and our policies and procedures on the assimilation of women and gay service members. Long-term institutional mentoring initiatives, such as USAFA's partnership with the National Military Academy of Afghanistan (NMAA), may exceed the scope and manpower capacity of DFIP to manage. The Military & Strategic Studies Department manages the NMAA partnership.

11.2. Objectives: USAF international policy objectives see international military education and training as a force multiplier, building influence, interoperability, and encouraging democratic values. USAFA's staff assistance to foreign academies garners prestige for the institution, builds bridges and cooperation between air forces, creates possibilities for future cadet foreign exchanges, and provides opportunities for faculty and staff development.

11.3. Responsibilities:

11.3.1. **USAFA/DFIP** is the primary focal point for USAFA foreign military interaction initiatives. The office is responsible for staffing HQ USAFA/CC, SAF/IA, OSD, and State Department clearances and visit request approval, and for providing guidance to the USAFA mission element or academic department on how to provide institutional support to foreign militaries. The notable exception to this general rule is DFMI's direction of USAFA's support to the National Military Academy of Afghanistan.

11.3.2. **USAFA Department or Agency.** The USAFA mission element, agency, laboratory, or department that invites, or is most closely associated with the primary area of interest identified by the foreign service academy, takes the lead on the visit and coordinate briefings, tours, and activities with other mission elements or agencies.

11.3.3. **10 LRS/LGRDDO:** For groups of 10 or more, Vehicle Operations will provide transportation to and from local airports for language and culture travel. All others must arrange cost-effective ground transportation and claim reimbursement on their travel voucher. Vehicle Operations will also provide travel in the local area if such travel complies with AFI 24-301, *Vehicle Operations*.

Chapter 12

THE CADET FOREIGN AREA STUDIES ACADEMIC MAJOR

12.1. Overview of the Foreign Area Studies Major. USAFA cadets may choose to concentrate their academic studies in a Foreign Area Studies major. The major is an interdisciplinary study of one of six geo-cultural regions. The academic program leads to a Bachelor of Science Degree in African Area Studies, Asian Area Studies, European Area Studies, Latin American Area Studies, Middle Eastern Area Studies, or Slavic Area Studies. Each program concentrates on the history, economics, geography, politics, culture, and language of the geo-cultural region, with sub-concentration options possible in a given academic discipline. Program guidelines and requirements are detailed in USAFA's *Curriculum Handbook*.

12.2. Management of the Foreign Area Studies Academic Major: Foreign Area Studies is an interdepartmental major jointly administered by the Departments of Economics & Geosciences (USAFA/DFEG), Foreign Languages (USAFA/DFL), History (USAFA/DFH), Military & Strategic Studies (USAFA/DFMI), and Political Science (USAFA/DFPS).

12.2.1. A Foreign Area Studies Major's Steering Group (FASSG), consisting of voting members of the International Programs Council except for the Basic Sciences and Engineering Division representatives, is responsible for managing the Foreign Area Studies major. These responsibilities include:

12.2.1.1. Providing policy guidance and oversight for all facets of the major.

12.2.1.2. Oversight of the Foreign Area Studies Advisor in Charge, of the Foreign Area Studies Major's Working Group (FASWG), and of the major-related activities of the Office of International Programs (USAFA/DFIP).

12.2.1.3. Advising faculty members of the Area Studies Groups (ASG), who are generally the primary instructors for the FAS major and function as academic advisors for cadets in the major.

12.2.1.4. Recruiting and sustaining qualified military and civilian faculty to teach the major's requisite courses.

12.2.1.5. Allocating TDY monies, at the department level, for pertinent faculty professional development.

12.2.1.6. Fostering, at the department level, faculty research in Foreign Area Studies.

12.2.1.7. Recognizing that faculty teaching, advising, and administrative workloads associated with the interdepartmental FAS major are bona fide primary assigned duties.

12.2.1.8. Meeting, as necessary, to adjudicate the status of the major and resolve any major-related issues.

12.2.2. The Foreign Area Studies Working Group (FASWG): Is responsible for assisting the Foreign Area Studies Advisor in Charge in administering all aspects of the FAS major.

12.2.2.1. FASWG membership includes one Department Head-designated faculty member from USAFA/DFEG, USAFA/DFL, USAFA/DFH, USAFA/DFMI, and

USAFA/DFPS. Department-designated faculty members should be at least Assistant Professors who have an educational background and teaching experience in the Foreign Area Studies curriculum. They should also be field grade officers or civilians with at least 2 years teaching experience at USAFA. Departments are to recognize FASWG membership as a significant additional duty.

12.2.2.2. FASWG responsibilities and duties:

12.2.2.2.1. The FASWG will develop and staff curriculum change proposals for the FASSG.

12.2.2.2.2. With guidance from the FASSG, the FASWG functions as overall coursework coordinator for the major, to include:

12.2.2.2.3. Fostering, and then staffing, specialized Area Studies 495 courses for FASSG approval.

12.2.2.2.4. Under the direction of the FAS AIC and FASSG, ensures compatibility and minimal redundancy across the major's courses.

12.2.2.2.5. The FASWG conducts an annual selection board, then nominates for FASSG approval, the Outstanding Cadet in Foreign Area Studies.

12.2.2.2.6. The FASWG holds selection boards when needed for Graduate Scholarship Program or endowed scholarship nominations as they become available. The FASSG approves the nominations.

12.2.2.2.7. The FASWG fosters cadet developmental and research activities in associated fields and subject matter.

12.2.2.3. The FASWG achieves decision-making by majority vote. USAFA/DFEG, USAFA/DFE, USAFA/DFH, USAFA/DFMI, and USAFA/DFPS reps each have one vote. The FAS major Advisor in Charge may break ties.

12.2.2.4. The FASWG meets as required, at least twice a year to review the FAS curriculum.

12.2.3. Foreign Area Studies Advisor in Charge (AIC): Is responsible for the day-to-day administration of the major. The Advisor in Charge (AIC) for DFE will serve as AIC for the FAS major. The AIC acts as focal point for the major with the Office of the Registrar (USAFA/DFR), and is responsible for quality control of all Academic Program Summaries (APS). The AIC maintains a Master APS Repository for all FAS majors. FASWG members serve as Assistant AICs.

12.2.3.1. Serves as Executive Agent for the FASWG, scheduling meetings, maintaining suspense dates and calendars, developing and distributing meeting agendas, and recording and publishing FASWG meeting minutes.

12.2.3.2. Maintains a Master Library of course syllabi.

12.2.3.3. Ensures, with coordination from the FASWG and FASSG (steering group) that the *Curriculum Handbook* is kept current.

12.2.3.4. Equitably designates faculty advisors for cadets majoring in Foreign Area Studies. Advisors should be appointed from Area Studies Group teaching faculty whose

expertise coincides with cadet concentrations and interests. Cadets choosing concentration options should be assigned advisors from the departments offering the concentration. For cadets with double majors in Foreign Area Studies and non-disciplinary related subjects, two advisors should be appointed.

12.2.3.5. Manages Majors' Night activities and annual Major's meetings with the help of the FASWG and the ASGs.

12.2.3.6. Manages requests for academic waivers, coordinating with the appropriate Department Heads.

12.2.3.7. Serves as First Class Administrator, staffing and handling all issues concerning FAS majors of the graduating class.

12.2.4. **USAF/DFIP:** Functions as Resource Advisor and Cost Center Manager for Foreign Area Studies to support specific aspects of cadet development. DFIP budgets and administers O&M and endowed funding for educational opportunities available on a competitive basis to Foreign Area Studies majors. FAS majors will receive preferential consideration for the Cadet Summer Language Immersion Program (CSLIP).

12.2.5. Area Studies Group (ASG) Teaching Faculty Members:

12.2.5.1. Serve as academic advisors for Foreign Area Studies cadet majors. Duties include:

12.2.5.2. Provide course scheduling advice to cadets in accordance with *Curriculum Handbook* guidelines and FAS AIC policies.

12.2.5.3. Meet with cadet advisees as necessary.

Chapter 13

CADET STAFF POSITIONS IN SUPPORT OF INTERNATIONAL PROGRAMS

13.1. Wing International Programs Officer (C/Maj). Cadet Officer and NCO positions are outlined in AFCWI 38-101 (pending approval). For emphasis, the responsibilities are also specified here.

13.1.1. Duties and Responsibilities: The cadet officer reports to AFCW Director of Operations. Implements and administers international programs under the direction of the Office of International Programs (DFIP). Responsible to USAFA/DFIP for all functions performed by cadets in support of international programs. Ensures Air Force, USAFA, USAFA/CW, and AFCW policies and instructions are enforced during the execution of international programs. Specific Tasks:

13.1.1.1. Acts as liaison between DFIP permanent party and cadet leadership for planning international programs.

13.1.1.2. Communicates information regarding all events and publicizes these to the cadet wing, in conjunction with the Wing Public Affairs Officer.

13.1.1.3. Acts as liaison between DFIP permanent party and cadet leadership during visits from international cadet delegations and supervises cadet activities associated with these visits.

13.1.1.4. Organizes rooms, cots, linens, boarding, and escorts for cadets that come to the Air Force Academy on international visits.

13.1.1.5. Acts as CIC for cadet visitors and escorts for the duration of each visit, to include briefings on customs and courtesies, providing timely information, and producing and disseminating itineraries.

13.1.1.6. Leads a team of DFIP cadet staff and cadet volunteers to support international events. May select CICs for individual events to lead planning efforts and execution.

13.1.1.7. Ensures compliance with all applicable USAFA policies for US and foreign cadets.

13.1.1.8. The major visits may include Colombian AF Academy Week, Fall International Week, and/or Spring International Week.

13.1.1.9. Plans and executes events designed to expose international cadets studying at USAFA to American national and regional culture.

13.1.1.10. Coordinates Scheduling Committee Actions for participating cadets.

13.1.1.11. Supervises the Wing International Programs NCO.

13.1.2. MPA Rating: Cadet Wing, with input from Director of International Programs or designated program manager (DFIP).

13.1.3. Director, DFIP may appoint additional CICs to support primary cadet staff. DFIP will not rate these cadets. They will be rated by their supervisors for other duties assigned through the cadet wing.

13.2. Wing International Programs NCO (C/MSgt). Duties and Responsibilities: Reports to the Wing International Programs Officer. Implements and administers international programs under the direction of the Office of International Programs (USAFA/DFIP). Responsible to USAFA/DFIP for all functions performed by cadets in support of international programs. Ensures Air Force and USAFA policies and instructions are enforced during execution of international programs.

13.2.1. Specific Tasks:

13.2.1.1. Aids the Wing International Programs Officer in the duties stated above.

13.2.1.2. Takes over as CIC of international programs events in the event that the cadet officer cannot perform his/her duty and there is no other designated CIC.

13.2.1.3. Takes action on any issues that may arise during international visits as well as any tasks delegated by Wing International Programs Officer.

13.2.2. MPA Rating: Wing International Programs Officer, with input from DFIP.

13.2.3. Director, DFIP may appoint additional NCOs to support primary cadet staff. These cadets will be rated by their supervisors for other duties assigned through the Cadet Wing. DFIP will be afforded the opportunity to provide input to these cadet supervisors and their AOCs.

DANA H. BORN, Brig Gen, USAF
Dean of the Faculty

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFH 41-114, *Military Health Services System (MHSS) Matrix*

AFI 16-107, *Military Personnel Exchange Program (MPEP)*

AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*

AFI 32-6001, *Family Housing Management*

AFI 33-200, *Information Assurance (IA) Management*

AFI 24-301, *Vehicle Operations*

AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services Systems (MHSS)*

AFI 61-204, *Disseminating Scientific and Technical Information*

AFI 61-205, *Sponsoring or Co-Sponsoring, Conducting, and Presenting DoD-Related Scientific Papers at Unclassified and Classified Conferences, Symposia, and Other Meetings*

AFFD 16-2, *Disclosure of Military Information to Foreign Governments and International Organizations*

DoDD 1322.22, *Service Academies*

DoDI 4500.34, *DoD Personal Property Shipment and Storage Program*

DOD FMR 700.14-R, *Department of Defense Financial Management Regulation*

DoD Foreign Clearance Guide (FCG), <https://www.fcg.pentagon.mil>

DFAS-DER 7010-1, *General Accounting and Finance Systems at Base Level*

Public Law 98-94, *Department of Defense Authorization Act, 1984*, September 24, 1983

Title 10 United States Code, Chapters 403, 603, and 903

Title 10 United States Code, Section 9344 (c)(1)

Memorandum of Agreement Between the United States Air Force and the German Air Force Regarding the Exchange of Cadets Between Air Force Academies, 23 April 2003.

Memorandum of Understanding on the Exchange of Cadets between the United States Air Force Academy and the French École de l'Air, 8 August 1969

Memorandum of Understanding (USAFA/DF-34 TRG/CC) on the Treatment of French Cadets on Exchange to USAFA, 17 Mar 95

Memorandum for 34 TRW/CC (22 Dec 97), and 34 TRW Endorsement to USAFA/DF (8 Jan 98), on Visiting Exchange Cadets Being Element Leaders

Position Paper on the USAFA/École de L'Air Exchange, approved 3 May 93, by USAFA/CC

SAF/IA Memorandum for AETC/CV on Enhanced Flight Screening Program for USAFA International Cadets, 13 Mar 98

JFTRVI-JTRVII AF Supplement, Movement and Storage of Personal Property

Memorandum of Agreement between 56 OG and USAFA/DFIP, May 99

USAFA Curriculum Handbook

Adopted Forms

AF Form 847, Recommendation for Change of Publication

AF Form 1768, Staff Summary Sheet

AF Form 2030, USAF Drug and Alcohol Abuse Certificate

DD Form 1173, Uniformed Services Identification and Privilege Card

SGLV Form 8286, Servicemen's Group Life Insurance Election and Certificate

USAFA Form 94, Cadet Evaluation for the Board Order of Merit (BOM) Board

Record of Emergency Data for Cadet Personnel.

Abbreviations and Acronyms

AIC—Advisor-In-Charge

AFAAO—Air Force Attaché Affairs Office

AFPC—Air Force Personnel Center

AOC—Air Officer Commanding

APS—Academic Program Summaries

ASG—Area Studies Group

AY—Academic Year

BCT—Basic Cadet Training

CIC—Cadet-in-Charge

CONUS—Continental United States

CSEAP—Cadet Semester Exchange Abroad Program

CSSAP—Cadet Semester Study Abroad Program

CUI—Controlled Unclassified Information

DDL—Delegation of Disclosure Authority Letter

DFER—the Office of Faculty and Cadet Research

DV—Distinguished Visitors

FASWG—Foreign Area Studies Major's Working Group

FASSG—Foreign Area Studies Steering Group

FAV—Foreign Service Academy Reciprocal Visit Program
FCG—Foreign Clearance Guide
FDO—Foreign Disclosure Office/Foreign Disclosure Officer
FMS—Foreign Military Sales
IAW—In Accordance with
ICOP—International Cadet Orientation Program
IMET—International Military Education and Training
IPC—International Programs Council
IPWG—International Programs Working Group
IW—International Week
MAJCOM—Major Command
MOA—Memorandum of Agreement
MOU—Memorandum of Understanding
NAF—Non-Appropriated Funds
O&M—Operations and Maintenance
Olmsted—Refers to Olmsted Foundation or USAFA Cultural Immersion Program
OPR—Office of Primary Responsibility
PD—Position Description
PDRR—Position Description and Requisition Report
POC—Point of Contact
SA—Security Assistance
SP—Security Plan
USDAO—American Embassy US Defense Attaché Offices
USAFA—United States Air Force Academy